

Annex A

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 Regional Office No. X

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

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

I, **ATTY. ALAN M. MACARAYA**, Regional Director, 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, 2013**. I further commit that the physical and financial outputs shall be posted at the Regional Office website and in relevant program information systems, e.g., SPRS, Phil-JobNet, DKIS, etc. every end of the month using monitoring formats developed by the program managers.

MFO (1)	RO Success Indicators (Targets + Measures) (2)	Allotted Budget (3)	Division/Individuals Accountable (4)	Actual Accomplishments (5)	Self-Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
MFO I. Employment Facilitation and Manpower Development (25%)							
1. Employment Facilitation							
1.1 SPES	<ul style="list-style-type: none"> Provided bridging employment to 10,700 (number) beneficiaries end of December 2013 	P 23,255,000.00	TSSD/P FOs	11,209 9(104%)			
1.2 Job Fairs in coordination with PESO - National (Labor Day, Kalayaan, DOLE Anniversary) - Regional	<ul style="list-style-type: none"> Registered 32,327 applicants 15% HOTS (Hired on the Spot) based on 4,849 number of qualified/matched applicants. (80% of total reg. applicants) Posted at the RO website and Phil-JobNet website the Calendar of activities of Job fairs (include date, venue, employers, vacancies) at the end of every quarter 2013 	P 150,000.00	TSSD/P FOs	Registered 16,730 applicants HOTS= 5,173 (240%) Posted at the RO website and Phil-JobNet website the Calendar of activities of Job Fairs.			

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2. Labor Market Information							
2.1 Enhanced Phil-Jobnet System (with SRS and DOLE Data Warehouse Sub-System) in coordination with PESO	<ul style="list-style-type: none"> • Accredited and Registered 579 establishments and issued certification/sticker at the end of 2013 • Issued stickers to 20% of existing PhilJobNet users • Registered a minimum of 50 establishments with Vacancy Postings at the end of 2013 • Posted/Solicited a minimum of 30,257 Job Vacancies at the end of 2013 • Implemented SRS in 19 LGUs • If not covered in LGU SRS, registered and posted at the PJN website at least 50% of March and October graduates of tertiary education and training centers by May and November, 2013, respectively 	P1,487,000.00 (SRS 1.367M)	TSSD/P FOs	<p>Accredited and Registered 579 (100%) establishment.</p> <p>N/A</p> <p>Registered 203 (406%) establishments with vacancy postings.</p> <p>Posted/Solicited a minimum of 37,281 (123%) Job vacancies</p> <p>Implemented SRS in 19 LGUs</p> <p>Registered 60,872 skilled workers in SRS.</p>			
3. Capacity Building of Employment Service Providers		P303,500.00					
3.1 Capacity Building for PESO (Please see attached Matrix for RO Targets)	<ul style="list-style-type: none"> • Conducted advocacy activities in 38 LGUs with active PESO towards institutionalization at the end of 2013 • Institutionalized at least 9 PESOs at the end of 2013 • Trained PESO managers on the following at the end of 2013: <ul style="list-style-type: none"> - SRS implementation for 19 number of PESOs - Basic Employment Services 16 	P 213,000.00	TSSD/P FOs	<p>Conducted advocacy activities in 45 (118%) LGUs</p> <p>Institutionalized 6 (67%) PESO</p> <p>19 (100%) PESOs for SRS implementation.</p> <p>21 (131%) PESOs on Basic Employment Service</p>			

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	<ul style="list-style-type: none"> - Basic Management Course for 13 active PESOs • Nominate 6 for Outstanding PESO 			25 (130%) PESOs for Basic Management Course Nominated 5 (83%) only 3 qualified for National . No control over LGU nominations.			
3.2 Career and Employment Coaching/ Guidance Advocacy <i>(Please see attached Matrix for RO Targets</i> - Labor Education for Graduating Students (LEGS)	<ul style="list-style-type: none"> • Maintained 6 existing CGN end of 2013 • Conducted One Regional Career Advocacy Congress • Conducted at least 150 advocacy activities with a minimum of 100 participants per session using DOLE and TESDA's career guides end of 2013 <ul style="list-style-type: none"> • Oriented 50% of 3,500 graduating students in private schools (Computer Engineering and related courses, Construction-related, Hotel & Restaurant, Health & Wellness, Tourism, Banking & Finance) • Oriented 50% of (1,310) graduating students in State Universities and Colleges (Agri-business and Fisheries) 	P 300,000.00	TSSD/P FOs	Maintained 6 (100%) CGN Conducted 1 (100%) Regional Career Advocacy Congress Conducted 174 (116%) advocacy activities Oriented 5,593 (159%) graduating students in private schools Oriented 858 (130%) graduating students in State Universities/Colleges (Agri-business and Fisheries)			
4. Efficient Service Delivery							
4.1 Permits and Licenses:	<ul style="list-style-type: none"> • Processed 100% of 155 applications for permits, licenses, certificates, clearances (AEP, PRPA, Contractor/Subcontractor, Working Child Permit, Job Fair) 	P 124,500.00	TSSD/P FOs	Processed 100% of 159 applicants for AEP= 54 (100%) PRPA= 4 (100%) Contractor/Subcontractor= 53 (100%) Working Child Permit = 23 (100%) Job Fair= 25 (100%)			

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MFO 2: Employment Relations, Standards Enforcement and Protection (30%)		P 1,960,000.00					
1. Labor Law Compliance		P 1,527,000.00					
<ul style="list-style-type: none"> Self Assessment 	<ul style="list-style-type: none"> Achieved 100% retrieval rate of 68 SA forms from targeted unionized establishments with certified CBAs Spot-checked 100% of SA covered establishment 	(Lumped at P1.527M above)	TSSD/P FOs	<p>Achieved 100% retrieval rate of 60 (115%) SA Forms</p> <p>Spot-checked (60 of 60) 100% of SA covered establishments</p>			
<ul style="list-style-type: none"> Routine Inspection 	<ul style="list-style-type: none"> Inspected 1,500 establishments Achieved 70% compliance rate 	(Lumped at P1.527M above)	TSSD/P FOs	<p>Inspected 1,500 (100%) establishments</p> <p>Achieved 84% compliance rate</p>			
<ul style="list-style-type: none"> Complaint Inspection 	<ul style="list-style-type: none"> Acted upon 100% of 63 complaints within the prescribed process cycle time Achieved 80% settlement rate of non-complying establishments thru SENA 	(Lumped at P1.527M above) (Lumped at P1.527M above)	TSSD/P FOs	<p>Acted upon 100% of 91 complaints</p> <p>Achieved 87% (79/91) settlement rate of non-complying establishments through SENA.</p>			
<ul style="list-style-type: none"> Training and Advisory Visits 	<ul style="list-style-type: none"> Conducted 21 TAV orientations using LHP or CLES Modules Achieved 90% of compliance rate 	(Lumped at P1.527M above)		<p>Conducted 22 (105%) TAV orientations</p> <p>Achieved 96% compliance rate</p>			
<ul style="list-style-type: none"> Incentivizing Labor Laws Compliance Program 	<ul style="list-style-type: none"> Enrolled 8 of target companies per level to work on voluntary compliance Validated 8 of identified companies per level (Level I,II,III) to work on voluntary compliance Validated 0 number of establishments qualified for Tripartite Seal of Excellence 	(Lumped at P1.527M above)		<p>12 companies</p> <p>12 companies (Level I – TCCLS)</p> <ol style="list-style-type: none"> Bonne Business Corp. (N Hotel) Del Monte Phils, Inc. Nestle Phils, Inc Rural Transit (Mindanao) Inc. Pilipinas Kao, Inc. Bagong Lipunan Transit Inc. Busco Sugar Milling Co., Inc. 			

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	<ul style="list-style-type: none"> Submitted monthly report every 10th day of the month following the reference month. 			<p>8. DOLE Phils, Inc. South Skyland Zone 9. Super 5 Transport 10. ELIM Agricultural Supply 11. Medina College, Inc. 12. Risa Traders Marketing Corp.</p> <p>Submitted monthly report</p>			
<ul style="list-style-type: none"> KAPATIRAN WISE -TAV 	<ul style="list-style-type: none"> Implemented the program in 9 companies identified as Big Brothers Achieved 100% compliance with Labor standards of Small Brother enterprises end of the year Conduct 40 LHP Submitted monthly report every 10th day of the month following the reference month. 	(Lumped at P1.527M above)	TSSD/P FOs	<p>Implemented the program in 9 (100%) companies identified as Big Brothers.</p> <p>Achieved 100% compliance with Labor Standards of Small Brother enterprises</p> <p>Conduct 48 (120%) LHP</p> <p>Submitted monthly report every 10th day of the month.</p>			
<p>Safety and Health Program</p> <ul style="list-style-type: none"> Construction Safety 	<ul style="list-style-type: none"> Trained 56 Safety Officers at the end of the year Conducted 8 advocacies on OSH, DO 13, DO 18-A 	<p>(Lumped at P1.527M above)</p> <p>(Lumped at P1.527M above)</p>	TSSD/P FOs	<p>Trained 106 (189%) Safety Officers</p> <p>Conducted 10 (125%) advocacies on OSH, DO 13, Do 18-A</p>			

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	<ul style="list-style-type: none"> Acted upon <u>100%</u> of submitted CSHP within five-day process cycle time Acted upon 100% of 56 applications for safety practitioner accreditation within prescribed cycle time Submitted monthly report every 10th day of the month following the reference month. (DO 18-A Contracting and Sub-contracting) Submitted monthly report every 10th day of the month of the following the reference month (DO 16-01 and DO 92-08 Accreditation of Safety Practitioners) Submitted monthly report of Construction and Safety and Health Program every 10th day of the month following the reference month. 	(Lumped at P1.527M above)		<p>Acted upon 100% submitted CSHP within five day process cycle time.</p> <p>Acted upon 100% of 56 applications for safety practitioner accreditation</p> <p>Submitted monthly report (100%) for DO 18-A)</p> <p>Submitted monthly report (100%) for DO 16-01 and DO 92-08</p> <p>Submitted monthly report (100%) of Construction and Safety and Health Program</p>			
Work Alert	<ul style="list-style-type: none"> Submitted monthly report every 10th day of the month following the reference month. 			Submitted monthly report (100%) of Work Alert			
Bus Transport Industry (DO 118-12)	<ul style="list-style-type: none"> Submitted monthly report every 10th day of the month following the reference month. 			Submitted monthly report (100%) of DO 118-12			
2. Dispute Resolution		P 433,000.00					
2.1 SpeED <ul style="list-style-type: none"> Single Entry Approach (SEnA) 	<ul style="list-style-type: none"> Settled at least 73% of the total (568) requests handled within the prescribed period Achieved <u>73%</u> settlement rate of cases through SENA by end of December 2013 	(Lumped at P.433M above)	TSSD/P FOs	<p>Settled at least 89% (795 of 890) requests handled within the prescribed period</p> <p>Achieved 89% (441 of 493) settlement rate of cases through SENA</p>			

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<ul style="list-style-type: none"> Labor Standards and Arbitration cases 	<ul style="list-style-type: none"> Disposed 100% of 3 handled med-arbitration cases under project SpeED for 2012 Disposed 80% of 323 Labor Standards cases filed within 3 months from reference period. 	(Lumped at P.433M above)		<p>Disposed 100% (6 of 6) handled med-arbitration cases under project SpeED</p> <p>Disposed 83% (798 of 960) Labor Standards cases filed</p>			
MFO 3: Employment Enhancement, Empowerment and Welfare (30%)		P 15,596,000.00					
1. Family Welfare Program	<ul style="list-style-type: none"> Increase by 20% the no. of establishments reached thru DOLE initiated FWP related services/activities Increased 2 program dimensions being implemented at the company level among existing Family Welfare Committees Created/reactivated 3 FWCs 	P 100,000.00	TSSD/P FOs	<p>Increase by 21% (101%) the no. of establishments reached thru DOLE initiated FWP related services/activities</p> <p>Increased 2 (100%) program dimensions being implemented</p> <p>Created/reactivated 3 (100%)</p>			
2. Capacity Building for Livelihood		P 15,195,000.00					
2.1 DOLE Integrated Livelihood Program (DILP)	<ul style="list-style-type: none"> Created 3,972 self-employment (direct beneficiaries) giving priority to 93 poorest municipalities Established 6 livelihood projects under Youth Entrepreneurship Support (YES) 	P 20,026,000.00 P 300,000.00	TSSD/P FOs	<p>Created 4,386 (110%) self-employment (direct beneficiaries) giving priority to 93 poorest municipalities</p> <p>Established 6 (100%) livelihood projects under Youth Entrepreneurship Support (YES)</p>			
2. Implementation of the Social Amelioration Program in the Sugar Industry (in regions where	20% Lien or Cash Bonus Fund Collection <ul style="list-style-type: none"> Monitored 100% of cash bonus fund collection Monitored 100% of current Crop Year cash bonus as distributed within the one-month prescribed period. 	P 80,000.00	TSSD/P FOs	20% Lien or Cash Bonus Fund Collection <p>Monitored 100% of cash bonus fund collection</p> <p>Monitored 100% of current Crop Year cash bonus as distributed</p>			

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applicable)	<p>100% Socio-economic Program Related Fund (SEPRF) Collection</p> <ul style="list-style-type: none"> Remitted 100% of SEPRF Collection to BWSC within one month from the date of collection <p>Maternity and Death Benefit</p> <ul style="list-style-type: none"> Processed 100% of filed claims within 10-days Paid 100% of approved claims within 5-days 			<p>100% Socio-economic Program Related Fund (SEPRF) Collection</p> <p>Remitted 100% of SEPRF Collection to BWSC within one month from the date of collection</p> <p>Maternity and Death Benefit</p> <p>Processed 100% of filed claims within 10-days</p> <p>Paid 100% of approved claims within 5-days</p>			
3. Implementation of Integrated Services for Migratory Sugar Workers (I-SERVE) (in regions where applicable)	<ul style="list-style-type: none"> Provided workers with livelihood assistance 	-	-				
MFO 4: Social Partnership Promotion							
4. Tripartism	<ul style="list-style-type: none"> Established 6 no. of ITCs in 6 number of KEGs end of the year Facilitated the adoption of 6 Industry Voluntary Codes of Good Practices by the end of December 2013 Conducted 2 RTIPC activities end of the year Established 1 TIPC Conducted 6 TIPC activities 	<p>P 55,000.00</p> <p>P 76,000.00</p> <p>P 50,000.00</p>	TSSD/P FOs	<p>Established 7 (116%) no. of ITCs in 7 number of KEGs</p> <p>Facilitated the adoption of 2 (33%) Industry Voluntary Codes of Good Practices</p> <p>Conducted 3 (150%) RTIPC activities end of the year</p> <p>Established 1 (100%) TIPC</p> <p>Conducted 10 (166%) TIPC activities</p>			

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- Workers Organization Development Program (WODP)	<ul style="list-style-type: none"> Extended 2 training grants benefitting 150 officer/members covering 2 unions/associations Extended 3 scholarship grants to 3 dependents of 3 union members covering 3 unions/associations 	P 994,000.0		<p>Extended 2 training grants benefitting 150 officer/members covering 2 unions/associations</p> <p>Extended 3 scholarship grants to 3 dependents of 3 union members covering 3 unions/associations</p>			
5. Involvement/Mobilization among Interagency Committees/Mechanisms	<ul style="list-style-type: none"> Monitored and submitted report to concerned offices within the set deadline on the following: <ul style="list-style-type: none"> ➤ 7 activities for Implementation of Child Labor Prevention and Elimination Program ➤ 7 activities in the Implementation of Anti-Illegal Recruitment and Anti-trafficking Program ➤ Strike Prevention Regional Coordinating Committee (RCC) meetings Established/reactivated Regional Interagency Coordinating and Monitoring Committee 	<p>P 55,000.00</p> <p>P 20,000.00</p> <p>P 20,000.00</p>	TSSD/P FOs	<p>7 activities for the CL Prevention and Elimination Program. 7 activities AIR and ATP</p> <p>11 meetings RCC</p> <p>1 reactivated</p>			
MFO 5 : Institutional Support							
1. Support for Policy Development <i>(not applicable to DOLE-NCR)</i>	<ul style="list-style-type: none"> Submitted to BLES the Job Displacement Monitoring System (JDMS) reports 15 days after reference month Achieved at least 85% overall performance assessment rating end of December 2013. Utilized 100% of allocated funds for surveys by end of 	<p>(Lumped at P4.4M above)</p> <p>(To be funded by BLES,ATNA)</p>	IMSD	Submitted Monthly (100%) to BLES the Job Displacement Monitoring System (JDMS) reports			

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	December 2013 and submitted to BLES all required survey reports per schedule	(To be funded by BLES,ATNA)					
2. Integrity Development Program	<ul style="list-style-type: none"> Monitored the status of cases filed against officials and employees of the RO and submitted report to HRDS not later than the 5th day of the month after the reference quarter Submit to HRDS the office/agency EIDP Semestral report within 10 days after the reference semester 	(Lumped at P4.4M above)	IMSD	<p>Submitted quarterly report</p> <p>Submitted semester report</p>			
3. Strategic Performance Management System	<ul style="list-style-type: none"> Monitored 100% the preparation and implementation of Individual Performance Commitments and evaluation of the employees' performance based on the guidelines Submitted the 2013 reformulated OPCR to PS not later than September 13, 2013 Submitted 2013 OPCR accomplishment Report to PS not later than 30 November 2013 	(Lumped at P4.4M above)	IMSD	<p>100% monitored</p> <p>Submitted reformulated OPCR 2013 last September 2013</p> <p>Submitted 2013 OPCR accomplishment report to PS not later than Nov. 30</p>			
4. Communication Program	<ul style="list-style-type: none"> Disseminated/ published at least 10 press releases on a monthly basis 12 Appeared/ guested in TV/radio program at least once a month Conducted 12 press briefings at least once a month Submitted a monthly report to LCO on at least 2 program-related good news not later than the EO of the month 	(Lumped at P4.4M above)	IMSD	<p>Disseminated 51 PRs</p> <p>12 appearances</p> <p>12 press briefings</p> <p>Submitted at least 2 program related good news.</p>			
5. Statistical Performance Reporting System (SPRS)	<ul style="list-style-type: none"> Submitted monthly report on the physical accomplishments (thru Online SPRS) not later than the end of the month. Submitted monthly physical accomplishment report to PS every 5th day of the month 	(Lumped at P4.4M above)	TSSD/PF Os/IMSD	<p>Submitted monthly report on the physical accomplishment (SPRS)</p> <p>Submitted monthly physical accomplishment report to PS</p>			

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	<ul style="list-style-type: none"> Submitted quarterly program assessment report to PS every 5th day of the month following the reference month. 			Submitted quarterly program assessment report t			
6. Financial Management	<ul style="list-style-type: none"> Funds Utilization <ul style="list-style-type: none"> i. Utilized 100% of the allotted funds for priority programs/projects/activities (P/P/A) and commitments of the Department under the PLEP (2011-2016) ii. Submitted monthly Statement of Allotment, Obligations and Allotment (SAOB) report. Funds Accountability <ul style="list-style-type: none"> i. Liquidated/settled cash advances within the corresponding rate per selected account and within the prescribed period for the following accounts: <ul style="list-style-type: none"> - Account 148 (<i>Cash Advances to Officials and Employees</i>) by 85% for prior and current years - Account 104 (<i>Petty Cash Fund</i>) by 100% - Account 139 (<i>Due from NGOs/POs</i>) by 85% for prior and current years - Account 138 (<i>Due from LGUs</i>) by 85% for prior and current years ii. Submitted monthly report on the status of accounts. Replied/acted upon 100% of COA recommendations and submitted quarterly status of actions taken on COA annual audit reports. 	(Lumped at P4.4M above)	IMSD	87% fund utilized as of Oct. 2013. Submitted monthly SAOB report. Account 148: Prior : 26.76% Current: 58% Account 104: 0% to be submitted December 2013 Account 139: Prior : 20% Current: 50% Account 138: Prior : 66% Current: 1% Submitted monthly report Acted on COA recommendation			

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7. HRD Interventions	<ul style="list-style-type: none"> • Trained the regional staff in the following areas: <ol style="list-style-type: none"> a. Technical Writing b. Speakers Bureau c. Enhancement Workshop for Focal Persons d. Moral Renewal Seminar Levels 3 and 4 • Filled up 100% of vacant positions • Submitted report on their conduct of training and events based on the synchronized calendar for 2013 to the HRDS on the 5th day of July and December 2013 	(Lumped at P4.4M above)	IMSD	<p>Moral Renewal Seminar Levels 3 and 4 No available speakers, instead seminar on QMS seminars were conducted.</p> <p>Filled up 97.4% of vacant position</p> <p>Submitted report on conduct of training and on the 5th day of the month.</p>			
8. Green Our DOLE Program (GODP)	<ul style="list-style-type: none"> • 6 GODP monitored • Submitted to AS 2013 GODP Plan end of February • Submitted to AS report on GODP implementation not later than end of every month 	(Lumped at P4.4M above)	IMSD	<p>6GODP monitored To be submitted end of February 2014 Submitted quarterly reports every 5th day of the month.</p>			
9. Gender and Development (GAD)	<ul style="list-style-type: none"> • Submitted to PS GAD annual report 1st week of December 2013 • Submitted to PS 2014 GAD plan in accordance with ILO PGA audit, end of February 2013 per OS memo dated January 30, 2013. • Submitted 2013 GAD annual plan first week of January 2013. 	(Lumped at the PRESEED/ WINAP Budget)		<p>To be submitted 1st week December 2013 Submitted to PS 2014 GAD plan in accordance with ILO PGA audit</p> <p>Submitted 2013 GAD annual plan 1st week of January 2013.</p>			
11. DOLE Citizens Charter implementation geared towards ISO certification of systems and	<ul style="list-style-type: none"> • Documented work processes end of December 2013 -Procedures manual or manual of instructions -Citizens charter for at least 1 frontline service • Implemented/adopted a citizens feedback system/mechanism on the enrolled frontline services in the DOLE Citizens Charter 		IMSD	<p>Pass the 1st Phase of ISO Certification Pass the 2nd Phase of ISO Certification 18 frontline services.</p>			

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procedures	-Submitted monthly/quarterly reports to Central Office -Provided monthly actions on complaints/feedback			Submitted quarterly report Submitted 2 reports every 5 th day of the month.			
OFFICE INITIATIVES (these should be included in the submission of the monthly OPCR accomplishment report)	<ul style="list-style-type: none"> Prepared Scrapbooks on GODP for all Provincial Field Offices and monitored the updating of the same 	(Lumped at P4.4M above)		Prepared scrapbooks on GODP for all Provincial Field Offices and monitored the updating of the same. Conducted quarterly media forum			
Total Overall Rating							
Final Average Rating							
Adjectival Rating							

Submitted by:	Date	Endorsed by:	Date	Validated by:*	Date
ATTY. ALAN M. MACARAYA, CEO III Regional Director		DOLE PMT		DOLE Validation Team	

Recommended by:	Date	Approved by:	Date
Cluster Head		ROSALINDA DIMAPILIS-BALDOZ Secretary	