

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. X
OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION'S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)
CORE DELIVERABLES				
MFO 2: EMPLOYMENT FACILITATION AND CAPACITY BUILDING SERVICES				
Special Program for Employment of Students (SPES)*	<ul style="list-style-type: none"> ▪ Assisted 11,348 youth-beneficiaries* 			
	<ul style="list-style-type: none"> ▪ 2% - 3% increase in SPES beneficiaries who graduated/finished tech voc/college monitored 	35,666,000.00	Provincial Field Office (PFO) and Technical Support Services Division (TSSD)	
	<ul style="list-style-type: none"> ▪ 100% of check payments issued within three (3) days upon receipt by ROs of the terminal report from employers. 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 		PFO and TSSD	
Government Internship Program (GIP)*	<ul style="list-style-type: none"> ▪ Assisted 176 youth-beneficiaries* 	14,618,237.59	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 		PFO and TSSD	
Public Employment Service Office (PESO)*	<ul style="list-style-type: none"> ▪ Referred 92,000 qualified jobseekers for placement* 	100,000.00	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ Placed 80% of referred/qualified applicants 		PFO and TSSD	
Public Employment Service Office (PESO)	<ul style="list-style-type: none"> ▪ 5 PESOs institutionalized 	100,000.00	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 2 trainings conducted for PESO personnel 		TSSD	
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 		PFO and TSSD	

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTED BUDGET (3)	DIVISION'S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)
	<ul style="list-style-type: none"> ▪ 100% of walk-in clients provided services within 1 day (referral, provision of LMI, career guidance/coaching) 		PFO and TSSD	
National Jobs Fairs (Independence Day and Labor Day)	<ul style="list-style-type: none"> ▪ 100% of applicants registered during the conduct of Job Fairs 	200,000.00	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 15% of qualified applicants Hired-on-the-Spot (HOTS) 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ Assessment report on placement submitted within 90 days after the conduct of Job Fair 		PFO and TSSD	
National and Local Jobs Fairs	<ul style="list-style-type: none"> ▪ Annual calendar of Job Fairs (indicating date, venue, employers and vacancies) posted at the RO website and Phil-Jobnet website by 1st quarter 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ Calendar of Job Fairs updated quarterly 		PFO and TSSD	
Labor Market Information*	<ul style="list-style-type: none"> ▪ 74,000 individuals reached <ul style="list-style-type: none"> ○ Of the target individual reached, 50% are youth aged 15-24 years old 	125,000.00	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 1,100 institutions reached 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 		PFO and TSSD	
Phil-JobNet	<ul style="list-style-type: none"> ▪ 7,238 vacancies posted 	125,000.00	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 360 establishments registered with vacancy postings. 		PFO and TSSD	
Skills Registry System (SRS) and DOLE Data Ware-house Sub-system in coordination with PESO	<ul style="list-style-type: none"> ▪ 19 LGUs covered in the 6th wave of SRS implementation 	1,367,000.00	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ Monthly monitoring report on NSRS database updating submitted to BLE 		TSSD	
	<ul style="list-style-type: none"> ▪ Quarterly monitoring report on NSRS database updating submitted to BLE 		TSSD	
	<ul style="list-style-type: none"> ▪ Regional validation exercise at the PESO level conducted. <ul style="list-style-type: none"> ○ Submission of regional post-activity reports as a result of the conduct of NSRP Regional Lessons Learned Workshop (i.e regional validation exercise) by end of August 2015. 		TSSD	

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION'S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)
Career Guidance Advocacy Program (CGAP)	<ul style="list-style-type: none"> ▪ Career Guidance and Employment Coaching (CGEC) activities conducted in at least 75% or 297 of the total number of public education and training institutions (public high schools, TESDA Training Centers and SUCs) in the region. 	100,000.00	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 230 participants covered in Capacity-Building Activities for Career Advocates. 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ Regional Career Congress conducted by the end of the 3rd Quarter of the year. 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ At least 3% or 298 increase in membership of established Network of Career Guidance Advocates (NCGAs) 		PFO and TSSD	
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)*	<ul style="list-style-type: none"> ▪ 4,962 beneficiaries provided with assistance <ul style="list-style-type: none"> ○ DILP - 3,500 beneficiaries ○ TUPAD- 605 beneficiaries 	91,585,237.59	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 20 existing livelihood projects supported by DOLE are assisted towards transitioning to sustainable enterprise 			
	<ul style="list-style-type: none"> ▪ 10% increase in livelihood income of the beneficiaries during the 1st year of implementation 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 100% of beneficiaries assisted within 15 days upon submission of complete documents 		PFO and TSSD	
Productivity Toolbox for MSMEs in KEGs	<ul style="list-style-type: none"> ▪ 720 MSMEs assisted 		RTWPB	
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 		RTWPB	
MFO 3: LABOR FORCE WELFARE SERVICES				
Tripartism*	<ul style="list-style-type: none"> ▪ 3 Industry Tripartite Council ITCs in Key Employment Generators (KEGs) established 	150,000.00	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 70% of surveyed members of the RTIPCs rated the execution of approved resolutions as satisfactory or better 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 2 of existing ITCS capacitated to become partners in labor education, dispute prevention, among others 		PFO and TSSD	
Industry Self-Regulation through Voluntary Code of Good Practices	<ul style="list-style-type: none"> ▪ Strengthening VCGPs in ITCs in KEGS established 	60,000.00	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 3 VCGPs in ITCs in KEGs maintained 		PFO and TSSD	

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	<ul style="list-style-type: none"> ▪ 100% VCGPs Action Plan of ITCs (in both KEGs and non- KEGS) implemented 		PFO and TSSD	
Workers Organization and Development (WODP)	<ul style="list-style-type: none"> ▪ 300 members of unions and workers organization trained officers/members from 	994,000.00	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 12 training grants provided to unions and workers' organization 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 3 individual provided with scholarship grants 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 100% of application for training and scholarship grants processed within one day upon receipt complete requirements 		PFO and TSSD	
Labor and Employment Education Program	<ul style="list-style-type: none"> ▪ Labor Relations, Human Relations and Productivity (LHP) <ul style="list-style-type: none"> - 98 LHP Seminars conducted 	60,000.00	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ Continuing Labor Education Seminars (CLES) /Special Topics <ul style="list-style-type: none"> - 153 CLES conducted 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ Labor Education for Graduating Students (LEGS) <ul style="list-style-type: none"> - Oriented 7% graduating students (State Universities and Colleges/Private Schools/Institutions) 		PFO and TSSD	
Child Labor Prevention and Elimination Program (CLPEP)	<ul style="list-style-type: none"> ▪ 5 low-hanging (LH) barangays certified as child labor-free 	4,959,000.00	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 25 continuing barangays upgraded to low-hanging (C-LH) barangays 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 3 new-frontiers barangays upgraded to continuing (NF-C) barangays barangays 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 		PFO and TSSD	

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Social Amelioration Program (SAP) For ROs 4A, 6, 7, 10	<ul style="list-style-type: none"> ▪ <u>SAP Lien Collection and Remittance Monitoring</u> <ul style="list-style-type: none"> - 100% of SAP lien due monitored collected and remitted (current crop year) 		BUKIDNON and TSSD	
	<ul style="list-style-type: none"> - Submitted analysis report on Sugar Production and Withdrawal, Lien Collection and Remittance submitted within 15 days after end of reference month 		BUKIDNON and TSSD	
	<ul style="list-style-type: none"> ▪ <u>SAP Fund Utilization</u> <ul style="list-style-type: none"> - Submitted monthly Cash-In Bank Register to BWSC within 15 days after end of reference month 		BUKIDNON and TSSD	
	<ul style="list-style-type: none"> ▪ <u>CBF Distribution Monitoring</u> <ul style="list-style-type: none"> - 50% current crop year monitored as distributed 		BUKIDNON and TSSD	
	<ul style="list-style-type: none"> - 80% of the previous crop year monitored and distributed 		BUKIDNON and TSSD	
	<ul style="list-style-type: none"> - 95% of the preceding crop year monitored as distributed 		BUKIDNON and TSSD	
	<ul style="list-style-type: none"> - Submitted report on the Implementation of Cash Bonus Program under RA 6982 within 15 days after end of reference quarter 		BUKIDNON and TSSD	
	<ul style="list-style-type: none"> ▪ <u>Maternity Benefit Program Monitoring</u> <ul style="list-style-type: none"> - 100% of claims filed with complete documents processed) within 10 days from receipt of documents 		BUKIDNON and TSSD	
	<ul style="list-style-type: none"> - 100% of processed and approved claims ready for payment within 5 days after processing 		BUKIDNON and TSSD	
	<ul style="list-style-type: none"> - Submitted monthly report on maternity benefits to BWSC within 15 days after end of reference month 		BUKIDNON and TSSD	
	<ul style="list-style-type: none"> ▪ <u>Death Benefit Program Monitoring</u> <ul style="list-style-type: none"> - 100% of claims filed with complete documents) within 10 days from receipt of documents 		BUKIDNON and TSSD	

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	<ul style="list-style-type: none"> - 100% of processed and approved claims ready for payment within 5 days after processing 		BUKIDNON and TSSD	
	<ul style="list-style-type: none"> - Submitted monthly report on maternity benefits to BWSC within 15 days after end of reference month 		BUKIDNON and TSSD	
Family Welfare Program	<ul style="list-style-type: none"> ▪ 36 establishments reached through DOLE initiated/conducted FWP-related services/activities 	150,000.00	PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 3000 workers served 		PFO and TSSD	
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 		PFO and TSSD	
DOLE Adjustment Measures Program (DOLE-AMP)	<ul style="list-style-type: none"> ▪ 100% of affected workers who sought assistance provided services within 10 working days 	2,800,000.00	PFO and TSSD	
NRCO Reintegration Services	<ul style="list-style-type: none"> ▪ <u>Financial Awareness Seminar (FAS) and Small Business Management Training</u> <ul style="list-style-type: none"> - 62 OFW returnees/families provided with FAS and SBMT services by end of December 2015 - 70% of surveyed beneficiaries rated services as satisfactory or better. 		TSSD	
	<ul style="list-style-type: none"> ▪ <u>Livelihood Assistance</u> <ul style="list-style-type: none"> - 62 returning OFWs and/or their families served - At least 10% of the beneficiaries provided livelihood formation assistance with continued employment and income after six months availment by end of 2015 (10K and BPBH) - 70% of surveyed beneficiaries rated services as satisfactory or better. - 100% of beneficiaries assisted within 15 days upon receipt of complete documents 		TSSD	
	<ul style="list-style-type: none"> ▪ <u>Advocacy Activity on Saving and Investment (Magimpok Magnegosyo Movement)</u> <ul style="list-style-type: none"> - 62 returning OFWs and/or their families reached 		TSSD	
	<ul style="list-style-type: none"> ▪ <u>Reintegration of Returning teachers</u> 100% of qualified applicants profiled and endorsed to NRCO Central Office and Dep Ed. 		TSSD	

MFO 4: EMPLOYMENT REGULATION SERVICES

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION'S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	
Labor Laws Compliance System*	<ul style="list-style-type: none"> ▪ 3,380 establishments covered by LLCS as reflected in the LLCS-MIS by end of November 2015 <li style="padding-left: 20px;">*RO quarterly target: (no. of establishments assessed, at least 25% of the total target) <li style="padding-left: 20px;">○ 100% of 102 registered Contractors <li style="padding-left: 20px;">○ 100% of 4 Philippine Registered Domestic Ships(*for all ROs, except CAR) ▪ 100% of 20 POEA registered recruitment and manning agencies 	1,527,000.00	TSSD		
	<ul style="list-style-type: none"> ○ 100% of 70% Compliance Rate achieved 		TSSD		
	<ul style="list-style-type: none"> ▪ 100% of establishments with deficiencies provided assistance leading to compliance 	TSSD			
	<ul style="list-style-type: none"> ▪ Submit to BWC within the last week of February 2015 the strategies to include the high-impact clustering in tourism destination zones (and) industries using the ITCs 	TSSD			
	<u>OSH Investigation</u>				
	<ul style="list-style-type: none"> - 100% of incidents/ reports acted upon within 24 hours upon receipt of information of: imminent danger/ dangerous occurrence/disabling injury/plain view 	TSSD			
	<ul style="list-style-type: none"> - Work Stoppage Orders Issued within 24 hours to 100% of establishments where disabling injury occurred/imminent danger exists 	TSSD			
	<u>LLCS-MIS</u>				
	<ul style="list-style-type: none"> ▪ 100% of assessments conducted synced into the System (LLCS-MIS) within 72 hours after the conduct of assessment 	TSSD			
	<u>Assessment /audit of mall construction sites</u>				
<ul style="list-style-type: none"> ▪ 100% of 45 on-going construction projects /sites assessed by April 2015 <p>Note: the target here refers to the ROs consolidated list of names and addresses of the on-going construction submitted by the Regional Office to the BWC.</p> <ul style="list-style-type: none"> ▪ 100% of the assessment conducted synced into the System (LLCS_MIS) within 72 hours after the conduct of assessment. 	TSSD				

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTED BUDGET (3)	DIVISION'S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)
	<u>Incentivizing Compliance Program (ICP)</u>			
	- ICP 1 ST Level (TCCLS and CLFE)			
	o 12 establishments with issued TCCLS o 5 establishments with issued CLFE		PFO and TSSD	
	- ICP 2 ND Level (Secretary's Award)			
	o At least 3 ICP 1st level establishments endorsed for the Secretary's Award		PFO and TSSD	
	- 1 Tourist destinations nominated for Labor Laws Compliance		PFO and TSSD	
Dispute Resolution*	<u>Single Entry Approach (SEnA)</u>	13,000.00		
	▪ 75% of the total request handled settled within 30 days from date of filing		PFO and TSSD	
	▪ 100% of the total request handled disposed within 30 days		PFO and TSSD	
	▪ 70% of surveyed clients rated services as satisfactory or better		PFO and TSSD	
	<u>SpeED Cases: Labor Standards and Arbitration Cases*</u>			
	▪ 100% of handled med-arbitration cases disposed within the prescribed period pursuant to D.O. 40-03		MALSU	
	- 100% of Labor Standards cases handled disposed within 40 days		TSSD	
	- 70% of surveyed clients rated services as satisfactory or better		TSSD	
Reporting Requirements	<ul style="list-style-type: none"> ▪ Monthly report submitted to BVC every 5TH day after the end of the reference month <ul style="list-style-type: none"> o Special Statistical Reporting: <ul style="list-style-type: none"> ➤ Domestic Ships ➤ Malls ➤ Manpower (PRPA) ➤ Cooperatives Engaged in Contracting/Subcontracting ➤ D.O. 18-A ➤ SpeED ➤ Technical Safety Inspection ➤ Construction Safety and Health Program 		PFO and TSSD	

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	<ul style="list-style-type: none"> ➤ OSH Accreditation ➤ Implementation of FWA ➤ ICP 			
	<ul style="list-style-type: none"> ○ Monthly report submitted to BWC every 5TH day after the end of the reference month <i>*Monthly Detailed Reporting Form:</i> <ul style="list-style-type: none"> ○ Types of assistance rendered to establishments assessed ○ Accreditation of Safety Practitioners ○ Construction Safety and Health Program ○ SpeED ○ DC-18A ○ Implementation of Flexible Work Arrangement ○ ICP ○ Cooperatives Engaged in Contracting/Subcontracting ○ List of establishments assessed with LMC ○ List of establishments assessed with Grievance Machinery ○ List of establishments assessed with LMC issued COC ○ List of establishments assessed with GM issued COC ○ List of establishments issued COC on LR ○ List of establishments issued COC on LR with COC on GLS/OSH ○ List of establishments with issued COC on Labor Relations ○ List of establishments with issued COC on Labor Relations with COC on GLS/OSH 			
	<ul style="list-style-type: none"> - Compliance with 13th month pay Report to be submitted not later than January 25th of the following year 		PFO and TSSD	
Efficient Service Delivery/Other Employment Regulation Services	100% of applications for permits, licenses, registration, certificates, and clearances with complete requirements processed within the PCT:		PFO and TSSD	
	<u>Alien Employment Permit (AEP)</u> – within 3 working days upon filing of application		TSSD	
	<u>Private Recruitment and Placement Agency's (PRPA) license</u> – within 10 days upon filing of application		PFO and TSSD	
	<u>Job Fair Clearance / Permit</u> – within 5 working days upon filing of application		PFO and TSSD	
	<u>Authority to Recruit</u> – within 30 working days upon filing of application		PFO and TSSD	

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	<ul style="list-style-type: none"> ○ <u>Mechanical and electrical Plans and Applications</u> – within 15 days after receipt of complete requirements <ul style="list-style-type: none"> ➢ Permit to operate issued within 5 days upon receipt of proof of payment of fees ○ Certificate of electrical inspection issued within 5 days upon receipt of proof of payment of fees 		TSSD	
	<ul style="list-style-type: none"> ○ <u>Construction Safety and Health Program</u> – <ul style="list-style-type: none"> ➢ Simplified—within 5 days ○ Comprehensive—within 15 days 		TSSD	
	<ul style="list-style-type: none"> ○ <u>Safety Practitioner's Accreditation</u> <ul style="list-style-type: none"> ➢ Processed within 15 days upon receipt of complete documents ○ Issued certificates of accreditation to 100% of approved application within 5 days from the date of interview 		TSSD	
	<ul style="list-style-type: none"> ○ <u>DO-18-A</u> <ul style="list-style-type: none"> ➢ processed and approved/denied 100 % of applications for registration of contractors/subcontractors within 3 days upon receipt of complete documents ○ Issued certificates of registration to 100% of approved applications upon payment of fees 		PFO and TSSD	
	<ul style="list-style-type: none"> ○ <u>Working Child Permit</u> ○ processed within eight (8) hours upon receipt of payment 		PFO and TSSD	
NON-CORE DELIVERABLES				
SUPPORT TO OPERATIONS				
Support to Policy Development	<ul style="list-style-type: none"> ▪ Submitted to BLE monthly Job Displacement Monitoring System (JDMS) report 15 working days after the reference month 		TSSD	
Communication Program	<ul style="list-style-type: none"> ▪ Submitted to LCO at least three (3) good news at the end of the month 		IMSD	
	<ul style="list-style-type: none"> ▪ Developed/disseminated at least four (4) press releases every month—one (1) for national media and three (3) for regional media 		IMSD	
	<ul style="list-style-type: none"> ▪ Attended to 100% of request for TV appearance/radio guesting 		IMSD	
	<ul style="list-style-type: none"> ▪ Conducted press briefings at least once a month 		IMSD	

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Research	<ul style="list-style-type: none"> ▪ At least 2 success stories of programs under each MFO are documented and submitted by the RO to the LCO within the year. 		IMSD	
Performance Accountability Report	<ul style="list-style-type: none"> ▪ Submitted to Bureaus (using SPRS format) monthly performance monitoring report not later than the 3RD day of the following month 		TSSD	
2014 Annual Report	<ul style="list-style-type: none"> ▪ Submitted to Cluster Head the 2014 Annual Report copy furnished PS (PDF copy) by end of February 2015 		TSSD and IMSD	
Gender and Development (GAD)	<ul style="list-style-type: none"> ▪ Submitted to BWSC the 2017 GAD Preselan by end of October 2015 		TSSD	
	<ul style="list-style-type: none"> ▪ Submitted quarterly accomplishment report to PS not later than the 5th day of the month following the reference quarter 		TSSD	
	<ul style="list-style-type: none"> ▪ Submitted to PS the 2015 GAD Annual Report by 1st week of December 2015 		TSSD	
Establishment of a Quality Management System (QMS) aligned with International Organization for Standardization (ISO) standards or Continuing ISO Certification of Process/es and System/s	Implemented QMS and attained ISO certification and submitted reports on the same to FMS not later than the 5 th day following the reference month; or sustained and/or expanded ISO certification and submitted report/s on the same to FMS not later than the 15 th day following the reference semester		IMSD	
Citizens Charter/Anti-Red Tape Act (ARTA)	<ul style="list-style-type: none"> ▪ Submitted to HRDS the following: (1) report on ARTA implementation and (2) report on Citizens Feedback results 		IMSD	
	<ul style="list-style-type: none"> - Submitted the semestral report on ARTA implementation and monthly report on citizens feedback results, using the following prescribed forms on or before the deadline set below. 		IMSD	
	<ul style="list-style-type: none"> - Citizens Feedback Results (Form 1) – every 15th day following the reference month 		IMSD	
	<ul style="list-style-type: none"> - Summary of Citizens Feedback Results and Action/s Taken (Regional Office and Field Offices) [Form 1a] – every 15th day following the reference month 		IMSD	
	<ul style="list-style-type: none"> - Inventory of Citizens/Clients Served (Form 2) – every 15th day following the reference month 		IMSD	

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	<ul style="list-style-type: none"> - Accomplishment and Status/Progress Report on ARTA Implementation (Form 3) – every 15th day following the reference month - 		IMSD	
Integrity Development Program	<ul style="list-style-type: none"> ▪ Submitted complete report to the LS not later than the 5th day of the month after the reference quarter on the status of complaints and cases filed against officials and employees of the office 	35,743,000.00	IMSD	
	<ul style="list-style-type: none"> ▪ Submitted to HRDS the Office/Agency EIDP Semestral Report (Form B) within 10 days after the reference semester 		IMSD	
	<ul style="list-style-type: none"> ▪ Submitted to HRDS the DOLE EIDP Semestral Report(Form C) within 10 days after the reference semester 		IMSD	
	<ul style="list-style-type: none"> ▪ Implemented 100% the EIDP programs/projects as scheduled 		IMSD	
	<ul style="list-style-type: none"> ▪ Submitted 100% of SALN to HRDS end of March 2015 ▪ Regional Offices (Heads down to Division Chief) w/ certificate of complete submission of SALN by all staff and the list of SALN Joint Filers using the prescribed forms by the PBB Secretariat 		IMSD	
Strategic Performance Management System	<ul style="list-style-type: none"> ▪ Submitted to the Secretary thru the Cluster Head for approval the 2015 OPCR by end of January of the current year 		TSSD	
	<ul style="list-style-type: none"> ▪ Submitted to the Secretary thru the Cluster Head for approval a reformulated OPCR, if necessary, within 30 days after the conduct of the Mid-Year Performance Assessment (MYPA) 		TSSD	
	<ul style="list-style-type: none"> ▪ Submitted to PS monthly 2015 OPCR accomplishments within 5 days after the reference month 		TSSD	
	<ul style="list-style-type: none"> ▪ Complied 100% with the preparation and submission of IPCR 2015 (commitments) to the Office PMT 30 calendar days after receipt of approved OPCR commitments 		IMSD	

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	<ul style="list-style-type: none"> ▪ Complied 100% with the preparation and submission of semestral IPCR accomplishments to the Office PMT on the 4th week of August for the first semester (evaluation with preliminary rating) and 2nd week of February for the second semester (with annual IPCR rating) 		IMSD	
	<ul style="list-style-type: none"> ▪ Submitted to HRDS summary of IPCR ratings within the third week of February (covers accomplishment in the previous year) 		IMSD	
Individual Competency Assessment	<ul style="list-style-type: none"> ▪ Pilot-tested the use of Individual Competency Assessment (ICA) Form to complement 2014 IPCR and submitted to HRDS the Summary of the ICA sixty days after the receipt of the OPCR rating. 		IMSD	
Financial Management	<p><u>Funds Utilization</u></p> <p><i>Budget Utilization Rate (BUR)</i></p> <ul style="list-style-type: none"> ▪ Utilized the allotted funds for priority programs/projects/activities (P/P/A) and commitments of the Department under the Philippine Labor and Employment Plan (PLEP) [2011-2016] as follows: <ul style="list-style-type: none"> 1st quarter – 20% 2nd quarter – 30% 3rd quarter – 25% 4th quarter – 25% – *Obligations BUR (ratio of total obligations to total releases) = $\frac{\text{Obligation}}{\text{Allotment}}$ <ul style="list-style-type: none"> ▪ Utilized 100% of the Notice of Cash Allocation (NCA) for priority programs/ activities/projects (P/A/Ps) and commitments of the Department under the Philippine Labor and Employment Plan (PLEP) [2011-2016]: <ul style="list-style-type: none"> *Disbursement BUR [ratio of total disbursements (cash and non-cash excluding personal services) to total obligations] = $\frac{\text{NCA}}{\text{Obligation}}$ ▪ *Both ratios are for Maintenance and Other Expenses (MOOE) and Capital Outlays (CO) <p>Submitted the monthly Statement of Allotment, Obligations and Balances (SAOB) report to FMS not later than the 5th working day after the reference</p>		IMSD	

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION'S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)
	month			
	<ul style="list-style-type: none"> ▪ Submitted the quarterly Budget and Financial Accountability Reports (BFARs) to FMS not later than the 5th working day after the reference quarter 		IMSD	
	<ul style="list-style-type: none"> ▪ FUNDS ACCOUNTABILITY 			
	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 80% for prior and current years 		IMSD	
	- Account 104 (Petty Cash Fund) by 100%		IMSD	
	- Submitted monthly report on the status of the following accounts to FMS not later than the 1 st working day following the reference month:		IMSD	
	<ul style="list-style-type: none"> ▪ Account 138 – Due from LGUs 		IMSD	
	- Account 139 – Due from NGOs/POs		IMSD	
	- Account 148 – Advances to Officials and Employees		IMSD	
	- Submitted monthly report of actual income to FMS not later than the 1 st working day after the reference month		IMSD	
	<ul style="list-style-type: none"> ▪ Submitted Report of Collections/Settlement of Loan Receivables (Account 126) by at least 50% to IAS not later than end of December 2015. 		IMSD	
	<ul style="list-style-type: none"> ▪ Submitted status report on 100% compliance on actions taken on COA recommendations to IAS every 1st and 3rd quarters of every 15th day of the ensuing month of the reference quarter or on April 15, 2015 and October 15, 2015, respectively 		IMSD	
	- Audit Observation Memorandum		IMSD	
	- Notice of Suspension		IMSD	
	- Notice of Disallowance		IMSD	
	o Notice of Charge			

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION'S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	
	- Annual Audit Report/Management Letter		IMSD		
HRD Interventions	<u>Recruitment and Selection</u>				
	<ul style="list-style-type: none"> ▪ Filled up 80% of vacant positions as of March 30, 2015 by end of June 2015 and as of September 30, 2015 by end of December 2015 respectively and submit to HRDS report on semestral filling-up of vacancies (July 7, 2015 and January 6, 2016) 		IMSD		
	<ul style="list-style-type: none"> - Complied 100% with recruitment and selection process and documentary requirements as provided in the ESPS (for appointment processed at the ROs, Bureaus, Services and for those referred to the HRDS for appointment by the Secretary) 		IMSD		
	<ul style="list-style-type: none"> ▪ Undergone the 4-steps process toward CES eligibility end of December 2015 (for incumbent CES who are not yet CESOs) 		IMSD		
	<u>Capability Building of Staff</u>				
	Trained/provided training opportunities to 80% of staff and submitted semestral report to HRDS on the trainings attended by staff by end of June and December 2015			IMSD	
	<ul style="list-style-type: none"> ▪ Implemented 100% the HRDS recommended interventions under the Management Succession Program as scheduled. 		IMSD		
Green Our DOLE Program (GODP)	<ul style="list-style-type: none"> ▪ Submitted to AS the GODP Plan 2015 by end of February 2015 		IMSD		
	<ul style="list-style-type: none"> ▪ Submitted to AS Quarterly Accomplishment Report on or before the 5th day of the month following the reference quarter 		IMSD		
Transparency Seal Compliance	<ul style="list-style-type: none"> ▪ Posted in the respective office's/agency's official website the following updated Transparency Seal requirements pursuant to 2015 General Appropriations Act (GAA): 				
	<ul style="list-style-type: none"> - Agency's mandates and functions, names of its officials with their position and designation, and contact information 		IMSD and TSSD		

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION'S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)
	<ul style="list-style-type: none"> - Physical Accountability Reports (PAR) as required under the National Budget Circular (NBC) Nos. 507 and 507-A dated January 31, 2007 and June 12, 2007, respectively, Budget and Financial Accountability Reports (BFARs), as required COA and DBM Joint Circular (JC) No. 2013-1 dated March 15, 2013, and such guidelines as may be issued by the DBM; 		IMSD and TSSD	
	<ul style="list-style-type: none"> o BEDs (Yearly Updated) <ul style="list-style-type: none"> ➤ Financial Plan (BED No.1) ➤ Physical Plan (BED No. 2) ➤ Monthly Disbursement Program (BED No. 3) ➤ Estimate of Monthly Income - List of Not Yet Due and Demandable Obligations 		IMSD and TSSD	
	<ul style="list-style-type: none"> o BFARs (Quarterly Updated) <ul style="list-style-type: none"> ➤ Quarterly Physical Report of Operation (QPRO) – BAR No.1 ➤ Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAOB) – FAR No. 1 ➤ Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures (SAAOBBOE) – FAR No. 1-A ➤ List of Allotments and Sub-Allotments (LASA) – FAR No. 1-B ➤ Statement of Approved Budget, Utilizations Disbursements and Balances (SABUDB) –FAR No. 2 (for Off-Budget Fund) ➤ Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures (SABUDBOE) – FAR No. 2-A (for Off-Budget Fund) ➤ Aging of Due and Demandable Obligations (ADDO) – FAR No. 3 ➤ Monthly Report of Disbursements (MRD) – FAR No. 4 ➤ Quarterly Report of Revenue and Other Receipts (QRROR) – FAR No. 5 		IMSD	
	<ul style="list-style-type: none"> - Approved budgets and corresponding targets immediately upon approval of 2015 GAA 		IMSD	
	<ul style="list-style-type: none"> - Major programs and projects categorized in accordance with the five (5) key results areas under Executive Order (EO) No. 43, s. 2011 		IMSD	
	<ul style="list-style-type: none"> - Program/project beneficiaries as identified in the applicable special provisions – every end of quarter 		IMSD	

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTED BUDGET (3)	DIVISION'S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)
	<ul style="list-style-type: none"> ○ Status of implementation of said programs/ projects and project evaluation and/or assessment reports - every end of quarter 		IMSD	
	<ul style="list-style-type: none"> ○ Annual Procurement Plan (APP), contracts awarded and the name of contractors/suppliers/ consultants- every end of quarter 		IMSD	
Property, Plant and Equipment Monitoring	<ul style="list-style-type: none"> ▪ Submitted to AS the Report on Actual Physical Count of Property, Plant and Equipment (RPCPPE) for CY 2015 in soft copy (excel spreadsheet file) to procure100@gmail.com after completion of physical stock taking and the accomplished printed copy of the RPCPPE not later than December 15, 2015 		IMSD	