

QUARTERLY PHYSICAL REPORT OF OPERATION
As of 1st Quarter March 2014

Department: **DEPARTMENT OF LABOR AND EMPLOYMENT**

Agency:

Fund:

MFO/PROGRAMS/ACTIVITIES PERFORMANCE INDICATOR (1)	UNIT OF WORK MEASUREMENT (2)	ANNUAL TARGET (3)	OUTPUT (4)	% OF ACCOM (5)	REMARK/S (6)
CORE DELIVERABLES					
MFO 2: EMPLOYMENT FACILITATION AND CAPACITY BUILDING SERVICES					
Special Program for Employment of Students (SPES)*	▪ Assisted 11,348 youth-beneficiaries*	11,348	1,301		
	▪ Monitored 1,000 SPES beneficiaries who graduated/finished tech voc/college	1,000			
	▪ Issued check payments within the prescribed process cycle time				
Government Internship Program (GIP)	Assisted (variable) youth-beneficiaries				
Public Employment Service Office (PESO)*	▪ Referred 91,000 qualified jobseekers for placement*	91,000	13,437		
	▪ Placed 80% of referred/qualified applicants	80%			
National Jobs Fairs	▪ Registered 100% of applicants during the conduct of Job Fairs	100%			
	▪ Hired-on-the-Spot (HOTS) 15% of qualified applicants	15%	12.70%		
	▪ Monitored, analyzed and submitted report on placement of national Job Fairs				
	- 90 days after the conduct of Jobs Fair for local/overseas placement				

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National and Local Jobs Fairs	<ul style="list-style-type: none"> ▪ Posted at the RO website and Phil-JobNet website the Calendar of Jobs Fairs (indicating date, venue, employers and vacancies) by end of every quarter 				
Labor Market Information*	<ul style="list-style-type: none"> ▪ Reached 31,000 individuals* 	31,000	27,450		
	<ul style="list-style-type: none"> ▪ Reached 1,000 institutions* 	1,000	459		
	<ul style="list-style-type: none"> ▪ Rated the services as satisfactory or better by 70% of surveyed beneficiaries 	70%			
Phil-JobNet	<ul style="list-style-type: none"> ▪ Posted (RO target) vacancies 	5,000	500		
Skills Registry System (SRS) and DOLE Data Ware-house Sub-system in coordination with PESO	<ul style="list-style-type: none"> ▪ Implemented the SRS in 20 LGUs 	20	20		
Career Guidance Advocacy Program (CGAP)	<ul style="list-style-type: none"> ▪ Conducted 130 capacity-building programs/activities for Network of Guidance Counselors and Career Advocates (NGCCAs) 	130	3		
DOLE Integrated Livelihood and Emergency Emolvment Prooram (DILEEP)*	<ul style="list-style-type: none"> ▪ Provided livelihood assistance to 8,466 beneficiaries* 	8,466	1,337		
	<ul style="list-style-type: none"> - Provided livelihood assistance to 100 parents of child laborers 	100			
	<ul style="list-style-type: none"> ▪ Established 200 livelihood projects 	200			
	<ul style="list-style-type: none"> ▪ Increased income of 10% of the beneficiaries during the 1st year of implementation 	10%			
	<ul style="list-style-type: none"> ▪ Rated the services as satisfactory or better by 70% of surveyed beneficiaries 	70%			

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MFO 3: LABOR FORCE WELFARE SERVICES					
Tripartism*	<ul style="list-style-type: none"> ▪ Established 6 Industry Tripartite Councils (ITCs) in Key Employment Generators (KEGs), adopted and operationalized the Voluntary Codes of Good Practices (VCGPs)* 	6			
Workers Organization and Development (WODP)	<ul style="list-style-type: none"> ▪ Extended 12 training grants to 300 officers/members from 10 unions/associations 	12	1		
	<ul style="list-style-type: none"> ▪ Extended 3 scholarship grants to 3 members and or dependents from 3 unions/organizations 	3	3		
Labor and Employment Education Program	<ul style="list-style-type: none"> ▪ Labor Relations, Human Relations and Productivity (LHP) 				
	<ul style="list-style-type: none"> - Conducted 40 LHP Seminars 	40	7		
	<ul style="list-style-type: none"> - Trained 230 employers, and/or employers' representatives 	230	65		
	<ul style="list-style-type: none"> - Trained 1,500 workers and/or workers' representatives 	1,500	120		
	<ul style="list-style-type: none"> - Covered 84 establishments 	84	7		
	<ul style="list-style-type: none"> ▪ Continuing Labor Education Seminars (CLES) /Special Topics 				
	<ul style="list-style-type: none"> - Conducted 60 CLES 	60	23		
	<ul style="list-style-type: none"> - Trained 140 employers, and/or employers' representatives 	140	2		
	<ul style="list-style-type: none"> - Trained 600 workers and/or workers' representatives 	600	51		
	<ul style="list-style-type: none"> - Covered 139 establishments 	139	57		
	<ul style="list-style-type: none"> ▪ Labor Education for Graduating Students (LEGS) 				
	<ul style="list-style-type: none"> - Oriented 5% graduating students (State Universities and Colleges/private schools/institutions) 	7,200	6,816		
	<ul style="list-style-type: none"> - Rated the services as satisfactory or better by 70% of surveyed beneficiaries 	70%			

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DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)	<ul style="list-style-type: none"> ▪ Facilitated enrolment of 8,466 informal sector (IS) workers to government's various social security schemes 	8,466			
Child Labor Prevention and Elimination Program (CLPEP)	<ul style="list-style-type: none"> ▪ Certified 5 low-hanging (LH) barangays as child labor-free 	5			
	<ul style="list-style-type: none"> ▪ Certified 19 continuing low-hanging (C-LH) barangays as child labor-free 	19			
	<ul style="list-style-type: none"> ▪ Certified 5 new-frontiers continuing (NF-C) barangays as child labor-free 	5			
	<ul style="list-style-type: none"> ▪ Certified 5 establishments as child labor-free 	5			
Social Amelioration Program (SAP) For ROs 4A, 6, 7, 10	<ul style="list-style-type: none"> ▪ SAP Lien Collection and Remittance Monitoring 				
	<ul style="list-style-type: none"> – Monitored 100% of SAP lien collection and remittance (current crop year) 	100%			
	<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 	12			
	<ul style="list-style-type: none"> ▪ CBF Distribution Monitoring 				
	<ul style="list-style-type: none"> – Monitored 50% current crop year bonus as distributed 	50%			
	<ul style="list-style-type: none"> – Monitored 80% of the previous crop year bonus as distributed 	80%			
	<ul style="list-style-type: none"> – Monitored 95% of the preceding crop year bonus as distributed and liquidated 100% of total crop year bonus 	95%			
<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 	4				

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Social Amelioration Program (SAP) For ROs 4A, 6, 7, 10	<ul style="list-style-type: none"> ▪ Maternity Benefit Program Monitoring 				
	<ul style="list-style-type: none"> – 100% of claims filed with complete documents processed by TSSD (SAP Officer) within 10 days from receipt 	100% w/in 10 days			
	<ul style="list-style-type: none"> – 100% of processed claims paid within 5 days from endorsement of TSSD 	100%			
	<ul style="list-style-type: none"> – Submitted monthly report on maternity benefits within 15 days after end of reference month 	12			
	<ul style="list-style-type: none"> ▪ Death Benefit Program Monitoring 				
	<ul style="list-style-type: none"> – 100% of claims filed with complete documents processed by TSSD (SAP Officer) within 10 days from receipt 	100%			
	<ul style="list-style-type: none"> – 100% of processed claims paid within 5 days from endorsement of TSSD 	100%			
	<ul style="list-style-type: none"> – Submitted monthly report on death benefits within 15 days after end of reference month 	12			
Family Welfare Program	<ul style="list-style-type: none"> ▪ Reached 75 establishments through DOLE initiated/conducted FWP-related services/activities 	75			
DOLE Adjustment Measures Program (DOLE-AMP)	<ul style="list-style-type: none"> ▪ Provided services to 100% of affected workers (number) who sought assistance 	100%			

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10k Livelihood Assistance (NRCO)*	<ul style="list-style-type: none"> ▪ Provided livelihood assistance to 160 beneficiaries* 	160			
	<ul style="list-style-type: none"> ▪ Conducted Financial Awareness Seminar (FAS) to 250 OFW returnees/families by end of December 2014 	250			
	<ul style="list-style-type: none"> ▪ Conducted Small Business Management Training to 250 OFW returnees/families by end of December 2014 	250			
	<ul style="list-style-type: none"> ▪ Increased income of 10% of the beneficiaries for the 1st year of implementation 	10%			
	<ul style="list-style-type: none"> ▪ Rated the services as satisfactory or better by 70% of surveyed beneficiaries 	70%			
"Balik Pinay! Balik Hanapbuhay!"	<ul style="list-style-type: none"> ▪ Conducted livelihood training with starter kit for 63 distressed women workers returnees by end of December 2014 	63			
Labor Laws Compliance System	<ul style="list-style-type: none"> ▪ Joint Assessment 				
	<ul style="list-style-type: none"> – Assessed 100% (actual number) of 2,788 establishments* 	2,788	106		
	<ul style="list-style-type: none"> – Covered 100% of workers in 2,788 establishments 	100%	106		
	<ul style="list-style-type: none"> – Achieved 70% Compliance Rate* 	70%			
	<ul style="list-style-type: none"> – Provided appropriate assistance to 100% of establishments with deficiencies leading to compliance 	100%			
	<ul style="list-style-type: none"> – Assessed 100% 4 of bus companies with expiring LSCC 	100%			
	<ul style="list-style-type: none"> – Assessed 100% 37 (5) of domestic ships 500 GT above 	100%			

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Labor Law Compliance System	– Conducted at least 2 advocacies on Maritime Industry (DO 129)	2			
	▪ Compliance Visit				
	F	100%			
	– Provided appropriate assistance to 100% of establishments with deficiencies leading to compliance	100%			
	▪ OSH Investigation				
	– Acted upon 100% of incidents/reports within 24 hours upon receipt of information of imminent danger/ dangerous occurrence/disabling injury/plain view	100%			
	– Provided appropriate assistance to 100% of establishments with deficiencies leading to compliance	100%			
	– Issued Work Stoppage Orders to 100% of establishments where disabling injury occurred/imminent danger exists	100%			
	▪ LLCS-MIS				
	- Procured 100% 20 of allocated gadgets by end of July 2014	20			
- Inputted 100% of assessments conducted into the System (LLCS-MIS) by end of November 2014	100%				

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	<ul style="list-style-type: none"> ▪ Technical Safety Inspection 				
	<ul style="list-style-type: none"> - Conducted Technical Safety Inspection on 100% of 300 establishments 	100%			
	<ul style="list-style-type: none"> - Provided appropriate assistance to 100% of establishments with deficiencies leading to compliance 	100%			
	<ul style="list-style-type: none"> ▪ Incentivizing Compliance Program (ICP) 				
	<ul style="list-style-type: none"> - ICP 1st Level 				
	<ul style="list-style-type: none"> - Enrolled/nominated 12 establishments to the 1st level award 	12			
	<ul style="list-style-type: none"> - Issued Tripartite Certificate of Compliance with Labor Standards (TCCLS) Award/Certificates to (number) establishments 				
	<ul style="list-style-type: none"> - ICP 2nd Level 				
	<ul style="list-style-type: none"> - Enrolled/nominated 5 establishments to the 2nd level award (Secretary's Award) 	5			
	<ul style="list-style-type: none"> - Endorsed (number) qualified establishments to the Secretary's Award 	1			

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Labor Law Compliance System	<ul style="list-style-type: none"> ▪ Submitted monthly Special Reports within 5 days after the reference month 	12			
	<ul style="list-style-type: none"> – Report on Contractors/Sub-Contractors 				
	<ul style="list-style-type: none"> – Assessment of Domestic Ships, Bus Transport, Malls, Manpower 				
	<ul style="list-style-type: none"> ▪ Submitted monthly monitoring reports on Accreditation of Safety Practitioners, Construction Safety and Health Program (CSHP), Work-ALERT, SpeED, ICP-TCCLS, DO-18-A, Flexible Work Arrangement, and Compliance on 13th Month Pay within 10 days after the reference month 				
Dispute Resolution*	<ul style="list-style-type: none"> ▪ Single Entry Approach (SEnA)* 	75%	91%		
	<ul style="list-style-type: none"> – Settled at least 75% of the total request handled within prescribed period of (number) days 				
	<ul style="list-style-type: none"> ▪ SpeED Cases: Labor Standards and Arbitration Cases* 	100%	74%		
	<ul style="list-style-type: none"> – Disposed 90% of handled med-arbitration cases under project SpeED for 2014 				
	<ul style="list-style-type: none"> – Disposed 98% of Labor Standards cases filed within 40 days 				

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Efficient Service Delivery	<ul style="list-style-type: none"> ▪ Processed 100% of applications for permits, licenses, registration, certificates, and clearances: 				
	<ul style="list-style-type: none"> - <u>Alien Employment Permit (AEP)</u> – within 3 working days upon filing of application 				
	<ul style="list-style-type: none"> - <u>Private Recruitment and Placement Agency's (PRA) license</u> – within 10 days upon filing of application 				
	<ul style="list-style-type: none"> - <u>Job Fair Clearance / Permit</u> – within five (5) working days upon filing of application 				
	<ul style="list-style-type: none"> - <u>Authority to Recruit</u> – within 30 working days upon filing of application 				
	<ul style="list-style-type: none"> - <u>Mechanical Plans and Applications</u> – issued permits to fabricate/operate/ install to 100% of applications with approved Mechanical Plans within 15 days after conduct of inspection 				
	<ul style="list-style-type: none"> - <u>Electrical Plans and Applications</u> – issued certificates of electrical plans within 15 days after conduct of inspection 				
	<ul style="list-style-type: none"> - <u>DO-18-A</u> <ul style="list-style-type: none"> ○ processed and approved/denied 100% of application for registration of contractor/ sub-contractor within 3 days upon receipt of complete documents ○ issued certificate of registration within 1 day upon payment of fees 				

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NON-CORE DELIVERABLES					
Reporting Requirements	SPRS				
	- Submitted 12 report to BWC every 5th day of the month following the reference month	12	3		
	Report on Contractors/ Subcontractors				
	- Submitted 12 report to BWC every 10th day of the month following the reference month	12	3		
	Special Reportorial Forms on Assessment of Domestic Ships,				
	Bus Transport, Malls, Manpower				
	- Submitted 12 report to BWC every 11th day of the month following the reference month	12	3		
Monitoring Reports on Accreditation of Safety Practitioners, CSHP, Work-ALERT, SpeED, ICP, TCCLS, DO 18-A, Flexible Work Arrangement and Compliance on 13th Month Pay					
- Submitted 12 report to BWC every 11th day of the month following the reference month	12	3			

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Application of permits, licenses, registration with the PCT (100%)	-Compliance with the prescribed process cycle time in the issuance of Private Recruitment and Placement (PRPA) License (10 working days upon filing of application and payment of fees and bonds)				
	-Compliance with the prescribed process cycle time in the issuance of Authority to Operate Branch Office (10 working days upon filing of application and payment of fees and bonds)				
	-Compliance with the prescribed process cycle time in the issuance of Authority to Recruit (5 working day after filing of application and payment of fees and bonds)				
	-Compliance with the prescribed process cycle time in the issuance of Certificate of Registration of Job/Service Contractors/Sub-contractors (10 working day after filing of application and payment of registration fee)				
	-Compliance with the prescribed process cycle time in the issuance of Job Fair clearance (5 working days after receipt of documents) (Note: different from Job Fair Permit)				
	-Compliance with the prescribed process cycle time in the issuance of AEP within 3 working days				

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Application of permits, licenses, registration with the PCT (100%)	-Compliance with the prescribed process cycle time in the issuance of Working Child Permit Employment Permits (WCPs) (within a day after receipt of payment)				
	-Compliance with the prescribed process cycle time in the issuance of Certificate of Registration of Union (5 working day upon receipt of complete documents and payment of registration fee)				
	-Compliance with the prescribed process cycle time in the issuance of Certificate of Collective Bargaining Agreement (5 working day upon receipt of complete documents and payment of registration fee)				
	-Compliance with the prescribed process cycle time in the issuance of Certificate of Registration of Workers Association (1 working day upon receipt of complete documents and payment of registration fee)				
	-Compliance with the prescribed process cycle time in the issuance of Certificate of No Pending Case (maximum of 5 working days upon receipt of complete documents)				
	-Compliance with the prescribed process cycle time in the issuance of Certificate of Accreditation of Health and Safety Practitioners (within 10 days)				

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Other Programs					
Implement HELP-ME (SBM)	-822 CL removed from worst forms	822			
	-5 "low-hanging fruits" barangays certified as child labor-free barangay	5			
	-19 "continuing" barangays upgraded as "low-hanging fruits" barangay	19			
	-5 "new frontier" barangays upgraded as "continuing" barangays	5			
	-Conduct quarterly and planning RCLC activity to harmonized activities with RCLC members' agencies.	4			
PESO Capability Building and Institutionalization	-Conducted advocacy activities in 50 LGUs with active PESO towards institutionalization at the end of 2014	50			
	-Institutionalized at least 10 PESOs at the end of 2014	10	5		
	-Trained PESO managers on the following at the end of 2014:				
	- SRS implementation for 20 number of PESOs	20	4		
	- Basic Employment Services 30 PESO	30	0		
	- Basic Management Training 23 PESO	23	0		
3. Capacitate Career Counsellor/Advocates on LMI	- 6 Maintain existing CGN	6			
	- 45 Career coaching conducted	45			
	-135 of advocacy activities conducted with a minimum of	135	103		
4. Grassroots Participatory Budgeting (GPB)	-(Number) of workers assisted				

PERFORMANCE INDICATOR (1)	UNIT OF WORK MEASUREMENT (2)	TARGET (3)	OUTPUT (4)	% OF ACCOM (5)	REMARK/S (6)
2. Intensify AIR-TIP campaign in LGUs	-6 advocacies and session conducted	6			
	-120 participants	120			
	- 4 meetings conducted among partners agencies to eradicate eradicate illegal recruitment	4			
	- 4 meetings conducted among partners to monitor the implementation of AIR-TIP.	4			
Institutional Support					
Integrity Development Program	-Monitored the status of cases filed against officials and employees of the RO and submitted report to HRDS not later than the 5 th day of the month after the reference quarter				
	-Submit to HRDS the office/agency EIDP Semestral report within 10 days after the reference semester				
Strategic Performance Management System	-Monitored 100% the preparation and implementation of Individual Performance Commitments and evaluation of the employees' performance based on the guidelines				
	-Submitted 2014 OPCR accomplishment Report to PS not later than 30 November 2014				
Communication Program	-Disseminated/ published at least 10 press releases on a monthly basis	10			
	- 12 Appeared/ guested in TV/radio program at least once a month	12			
	-Conducted 12 press briefings at least once a month	12			
	-Submitted a monthly report to LCO on at least 2 program-related good news not later than the EO of the month	24			

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Statistical Performance Reporting System (SPRS)	-Submitted monthly report on the physical accomplishments (thru Online SPRS) not later than the end of the month.	12			
	-Submitted monthly physical accomplishment report to PS every 5 th day of the month	12			
	-Submitted quarterly program assessment report to PS every 5 th day of the month following the reference month.	4			
Financial Management	-Funds Utilization				
	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				
	i. Liquidated/settled cash advances within the corresponding rate per selected account and within the prescribed period for the following accounts:				
	- Account 148 (Cash Advances to Officials and Employees) by 85% for prior and current years				
	- Account 104 (Petty Cash Fund) by 100%				
- Account 139 (Due from NGOs/POs) by 85% for prior and current years					

- Account 138 (Due from LGUs) 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.				

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HRD Interventions	-Trained the regional staff				
	-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 5 th day of July and December 2013				
Green Our DOLE Program (GODP)	-6 GODP monitored	6			
	-Submitted to AS 2014 GODP Plan end of February				
	-Submitted to AS report on GODP implementation not later than end of every month				
Gender and Development (GAD)	-Submitted to PS GAD annual report 1 st week of December 2013				
	-Submitted to PS 2016 GAD plan in accordance with ILO PGA audit, end of February 2015 per OS memo dated January 30, 2013.				
DOLE Citizens Charter implementation geared towards ISO certification of systems and procedures	-Maintain ISO Certified				
	-Submitted monthly/quarterly reports to Central Office				
	- Provided monthly actions on complaints/feedback				

Gender and Development (GAD)	-Submitted to PS GAD annual report 1 st week of December 2013				
	-Submitted to PS 2016 GAD plan in accordance with ILO PGA audit, end of February 2015 per OS memo dated January 30, 2013.				