

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. JOHNSON G. CAÑETE**, 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, 2012**. 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 9,642 (number) beneficiaries end of December 2012 	P20,498,000.00	TSSD/PFOs	Provided bridging employment to 9,841 beneficiary (102%)	4		
1.2 Job Fairs in coordination with PESO	<ul style="list-style-type: none"> Registered 8,500 applicants 15% HOTS (Hired on the Spot) based on 5,780 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 2012 	P 150,000.00	TSSD/PFOs	Registered 30,788 (362%) applicants	4		
<ul style="list-style-type: none"> National (Labor Day, Kalayaan, DOLE Anniversary) Regional 				7,064 (29%) Hired on the spot based on 24,630 qualified applicants.	4		
				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 2012			

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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 300 establishments and issued certification/sticker at the end of 2012 Issued stickers to 100% of existing PhilJobNet users Registered a minimum of 50 establishments with Vacancy Postings at the end of 2012 Posted/Solicited a minimum of 30,257 Job Vacancies at the end of 2012 Implemented SRS in 12 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, 2012, respectively 	P670,000.00	TSSD/PFOs	<p>Accredited and Registered 137 establishments (47%)</p> <p>Issued stickers to 100% of existing PhilJobNet users</p> <p>Registered 77 establishments with Vacancy Postings (153%)</p> <p>Posted/Solicited 60,694 Job Vacancies (201%)</p> <p>Implemented SRS in 14 LGU's (116%)</p> <p>Registered 6,113 graduates of tertiary education and training centers.</p>	1 4 4 4 4		Low registration due to system problem. (Old PJN to New PJN System)
3. Capacity Building of Employment Service Providers							
3.1 Capacity Building for PESO (Please see attached Matrix for RO Targets)	<ul style="list-style-type: none"> Conducted advocacy activities in 20 LGUs with active PESO towards institutionalization at the end of 2012 Institutionalized at least 2 PESOs at the end of 2012 Trained PESO managers on the following at the end of 2012: <ul style="list-style-type: none"> SRS implementation for 12 number of PESOs Basic Employment Services Basic Management Course for 15 active PESOs 	P 250,000.00	TSSD/PFOs	<p>Conducted Advocacy activities in 28 LGUs (140%)</p> <p>Institutionalized 3 PESOs (150%)</p> <p>Implemented SRS in 14 LGU's (116%)</p> <p>1 Basic Employment Services</p> <p>1 Basic Management Course for 20 Active PESOs (133%)</p>	4 4 4		
3.2 Career and	<ul style="list-style-type: none"> Established at least 1 Career Guidance Network (CGN) for 	P 185,000.00	TSSD/PFOs	Established at least 1(Career	4		

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<p>Employment Coaching/ Guidance Advocacy <i>(Please see attached Matrix for RO Targets</i></p> <p>- Labor Education for Graduating Students (LEGS)</p>	<p>secondary schools with minimum of 150 members per Regional NGCs (registered with SEC and MOU forged) end of 2012</p> <ul style="list-style-type: none"> Maintained <u>3</u> (number) existing CGN end of 2012 Conducted at least 50 advocacy activities with a minimum of 100 participants per session using DOLE and TESDA's career guides end of 2012 <ul style="list-style-type: none"> Oriented 50% of 2,000 graduating students in private schools (Computer Engineering and related courses, Construction-related, Hotel & Restaurant, Health & Wellness, Tourism, Banking & Finance) Oriented 50% of (300) graduating students in State Universities and Colleges (Agri-business and Fisheries) 			<p>Guidance Network (CGN) 100%</p> <p>Maintained <u>3</u> (existing CGN 100%)</p> <p>Conducted at least 125 advocacy activities w/ a min. 100 pax (250%)</p> <p>Oriented 3,090 graduating students in private schools (154%)</p> <p>Oriented 320 graduating students in State Universities and Colleges (105%)</p>	<p>4</p> <p>4</p> <p>4</p> <p>4</p>		
4. Efficient Service Delivery							
4.1 Permits and Licenses:	<ul style="list-style-type: none"> Processed 100% of 154 applications for permits, licenses, certificates, clearances (AEP, PRPA, Contractor/Subcontractor, Working Child Permit, Job Fair) 	P 200,000.00	TSSD/PFOs	<ul style="list-style-type: none"> Processed 100% of 154 applications for permits, licenses, certificates, clearances (AEP, PRPA, Contractor/Subcontractor, Working Child Permit, Job Fair) 	4		
5. Capacity Building for Livelihood							
5.1 DOLE Integrated Livelihood Program (DILP)	<ul style="list-style-type: none"> Created 3,133 self-employment (direct beneficiaries) giving priority to 93 poorest municipalities Established 2 livelihood projects under Youth Entrepreneurship Support (YES) 	P 10,509,000.00	TSSD/PFOs	<p>Created 4,398 self-employment (direct beneficiaries) giving priority poorest municipalities (140%)</p> <p>Established 2 livelihood projects under YES (100%)</p>	4		

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MFO 2: Labor Standards Enforcement and Dispute Resolution (30%)							
1. Labor Law Compliance							
<ul style="list-style-type: none"> Self Assessment 	<ul style="list-style-type: none"> Achieved 100% retrieval rate of 54 SA forms from targeted unionized establishments with certified CBAs Spot-checked 100% of SA covered establishment 	P1,335,000.00	TSSD/PFOs	<p>Achieved 100% retrieval rate of 54 SA forms from targeted unionized establishments with certified CBAs</p> <p>Spot-checked 100% of SA covered establishment</p>	4		
<ul style="list-style-type: none"> Routine Inspection 	<ul style="list-style-type: none"> Inspected 500 establishments Achieved 70% compliance rate 	part of P1,335,000.00	TSSD/PFOs	<p>Inspected 538 (108%) establishments</p> <p>Achieved 85% compliance rate</p>	4 4		
<ul style="list-style-type: none"> Complaint Inspection 	<ul style="list-style-type: none"> Acted upon 100% of 100 complaints within the prescribed process cycle time Achieved 70% settlement rate of non-complying establishments thru SENA 	part of P1,335,000.00	TSSD/PFOs	<p>Acted upon 100% of 100 complaints within the prescribed process cycle time</p> <p>Achieved 80% settlement rate of 100 non-complying establishments thru SENA</p>	4		
<ul style="list-style-type: none"> Training and Advisory Visits 	<ul style="list-style-type: none"> Conducted 6 TAV orientations using LHP or CLES Modules to 116 participating establishments Achieved 80% of compliance rate 	part of P1,335,000.00		<p>Conducted 8 (133%) TAV orientations using LHP or CLES Modules to 255(219%) participating establishments</p> <p>Achieved 90% Compliance rate</p>	4 4		
<ul style="list-style-type: none"> Incentivizing Labor Laws Compliance Program 	<ul style="list-style-type: none"> Enrolled 5 of target companies per level to work on voluntary compliance Validated 3 of identified companies per level (Level I,II,III) to work on voluntary compliance 	part of P1,335,000.00		<p>Enrolled 5 (100%) of target companies per level to work on voluntary compliance</p> <p>No validation made on identified companies per level (Level I,II,III) to work on voluntary compliance</p>	4 -		Cant achieved yet due to long process

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	<ul style="list-style-type: none"> Validated 1 number of establishments qualified for Tripartite Seal of Excellence 			Validated 0(0%) number of establishments qualified for Tripartite Seal of Excellence	-		-do-
<ul style="list-style-type: none"> KAPATIRAN WISE -TAV 	<ul style="list-style-type: none"> Implemented the program in 4 companies identified as Big Brothers Achieved 100% compliance with Labor standards of Small Brother enterprises end of the year 	part of P1,335,000.00	TSSD/PFOs	<ul style="list-style-type: none"> Implemented the program in 4 (100%) companies identified as Big Brothers Achieved 100% compliance with Labor standards of Small Brother enterprises end of the year 	4		
Safety and Health Program <ul style="list-style-type: none"> Construction Safety 	<ul style="list-style-type: none"> Trained 40 Safety Officers at the end of the year Conducted 6 advocacies on OSH, DO 13, DO 18-A Acted upon 100% of submitted CSHP within five-day process cycle time Acted upon 100% of 52 applications for safety practitioner accreditation within prescribed cycle time 	part of P1,335,000.00	TSSD/PFOs	<ul style="list-style-type: none"> Trained 52 (130%) Safety Officers Conducted 6 (100%) advocacies on OSH, DO 13, DO 18-A Acted upon 100% of submitted CSHP within five-day process cycle time Acted upon 100% of 52 applications for safety practitioner accreditation within prescribed cycle time 	4		
2. Dispute Resolution							
2.1 SpeED							
<ul style="list-style-type: none"> Single Entry Approach (SEnA) 	<ul style="list-style-type: none"> Settled at least 70% of the total (553) requests handled within the prescribed period Achieved 70% settlement rate of cases through SENA by end of December 2012 	part of P1,335,000.00	TSSD/PFOs	<ul style="list-style-type: none"> Settled at least 72% of the total 553 requests handled within the Achieved 72% settlement rate for non-complying establishments thru SENA 	4		
<ul style="list-style-type: none"> Labor Standards and Arbitration cases 	<ul style="list-style-type: none"> Disposed 98% of 3 handled med-arbitration cases under project SpeED for 2012 	part of P1,335,000.00		Disposed 100% of 3 handled med-arbitration cases under project SpeED	4		

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	<ul style="list-style-type: none"> Disposed 100% of 323 Labor Standards cases filed within 3 months from reference period 	part of P1,335,000.00		Disposed 80 % of 323 Labor Standards cases filed within 3 months from reference period	2		
MFO 3: Social Protection and Welfare (15%)							
1. Family Welfare Program	<ul style="list-style-type: none"> Increase by 15% 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 2 FWCs 	P415,000.00	TSSD/PFOs	<p>Increase by 20% the no. of establishment reached thru DOLE initiated FWP related services/activities</p> <p>Increased 2 program dimensions being implemented at the company level among existing Family Welfare Committees (100%)</p> <p>Created/reactivated 2 FWCs (100%)</p>	4 4 4		
2. Implementation of the Social Amelioration Program in the Sugar Industry (in regions where applicable)	<p>20% Lien or Cash Bonus Fund Collection</p> <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>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 	part of P415,000.00	TSSD/PFOs	<p>20% Lien or Cash Bonus Fund Collection</p> <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. 	4 4		

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	Maternity and Death Benefit <ul style="list-style-type: none"> Processed 100% of filed claims within 10-days Paid 100% of approved claims within 5-days 			100% Socio-economic Program Related Fund (SEPRF) Collection <ul style="list-style-type: none"> Remitted 100% of SEPRF Collection to BWSC within one month from the date of collection Maternity and Death Benefit <ul style="list-style-type: none"> Processed 100% of filed claims within 10-days Paid 100% of approved claims within 4-days	4 4		
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 	-	-	<i>Not Applicable</i>			
1. Tripartism	<ul style="list-style-type: none"> Established 4 no. of ITCs in 4 number of KEGs end of the year Facilitated the adoption of 4 Industry Voluntary Codes of Good Practices by the end of December 2012 in the <u>Construction, Sugar, Hotel & Restaurant, General Transport, Academe, & Maritime</u> Conducted 2 RTIPC activities end of the year 	P 901,000.00 Part of P901,000.00 Part of P901,000.00	TSSD/PFOs	Established 7 (175%)no. of ITCs in 7 number of KEGs end of the year Facilitated the adoption of 7 Industry Voluntary Codes of Good Practices by the end of December 2012 in the <u>Construction, Sugar, Hotel & Restaurant, Bus, Academe, Maritime, Wood and DO13</u> Conducted 2 RTIPC activities end of the year (100%)	4 4 4		

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- Workers Organization Development Program (WODP)	<ul style="list-style-type: none"> Extended 4 training grants benefitting 80 officer/members covering 4 unions/associations Extended 3 scholarship grants to 3 dependents of 3 union members covering 3 unions/associations 	Part of P901,000.00		<p>Extended 4 training grants</p> <p>Extended 2 scholarship grants (67&)</p>	4 1		
2. 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"> ➤ Implementation of Child Labor Prevention and Elimination Program ➤ Implementation of Anti-Illegal Recruitment and Anti-trafficking Program ➤ Strike Prevention Regional Coordinating Committee (RCC) Established/reactivated Regional Interagency Coordinating and Monitoring Committee 	<p>part of P 901,000.00</p> <p>Part of P901,000.00</p> <p>Part of P901,000.00</p>	TSSD/PFOs	<p>Monitored and submitted report</p> <p>Implementation of Child Labor Prevention and Elimination Program</p> <p>Implementation of Anti-Illegal Recruitment and Anti-trafficking Program</p> <p>Strike Prevention</p> <p>RDC</p> <p>Established/reactivated Regional Interagency Coordinating and Monitoring Committee</p>	4 4 4 4		
1. Support for Policy Development (not applicable to DOLE-NCR)	<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 2012. Utilized 100% of allocated funds for surveys by end of December 2012 and submitted to BLES all required survey reports per schedule 	P4,258,000 (total IMSD programs)	IMSD	<p>Submitted to BLES the JDMS reports 7 days after reference month</p> <p>Achieved 90%</p> <p>Utilized 100% of allocated funds</p>	4 4 4		
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 	Part of P4.2M	IMSD	Monitored (100%) the status of cases filed against officials and employees of the RO and	4		

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				submitted report to HRDS not later than the 5 th day of the month after the reference quarter			
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 	Part of P4.2M	IMSD	Monitored 100% the preparation and implementation of Individual Performance Commitments and evaluation of the employees' performance based on the guidelines	4		
4. Communication Program	<ul style="list-style-type: none"> Disseminated/ published at least 5 press releases on a monthly basis Appeared/ guested in TV/radio program at least once a month Conducted press briefings at least once a month Submitted a monthly report to LCO on at least 3 program-related good news not later than the EO of the month 	Part of P4.2M	IMSD	Disseminated/ published 10 (200%) press releases on a monthly basis Appeared/ guested in TV/radio program (100%) Conducted 13 press briefings Submitted 12 monthly report to LCO on program-related good news	4 4 4		
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. 	Part of P4.2M	TSSD/PFOs /IMSD	Submitted 12 monthly reports on the physical accomplishments (thru Online SPRS) not later than the end of the month.	4		

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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. iii. Submitted Monthly Financial Performance 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 (Cash Advances to Officials and Employees) by 80% for prior and current years - Account 104 (Petty Cash Fund) by 100% - Account 139 (Due from NGOs/POs) by 80% for prior and current years - Account 138 (Due from LGUs) by 80% for prior and current years ii. Submitted monthly report on the status of accounts. iii. Compliance/submission of reports to COA and BIR • Replied/acted upon 100% of COA recommendations and submitted quarterly status of actions taken on COA annual audit reports. 	Part of P4.2M	IMSD	<p>Utilized 99% of the allotted funds for priority programs/project</p> <p>Submitted/reported all required statement of allotment, obligations (SAOB) reports (100%)</p> <p>At least liquidated/settled by 85% all cash advances w/in the corresponding rate</p> <p>Submitted 12 reports</p>	3 4 2 4		
7. HRD Interventions	<ul style="list-style-type: none"> • Trained the regional staff in the following areas: <ul style="list-style-type: none"> a. Creativity b. Stress Mgt 	Part of P4.2M	IMSD	100% conducted	4		

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	c. Enhancement Workshop for Focal Persons d. Moral Renewal Seminar Levels 1 and 2 <ul style="list-style-type: none"> Filled up 100% of vacant positions Submitted report on their conduct of training and events based on the synchronized calendar for 2012 to the HRDS on the 5th day of July and December 2012 	Part of P4.2M		<ul style="list-style-type: none"> Filled up 100% of vacant positions Submitted report on their conduct of training and events based on the synchronized calendar for 2012 to the HRDS on the 5 th day of July and December 2012	4		
8. Green Our DOLE Program (GODP)	<ul style="list-style-type: none"> Submitted to AS GODP Plan 2012 end of February 2012 Submitted to AS report on GODP Plan implementation not later than end of the month 	Part of P4.2M	IMSD	<ul style="list-style-type: none"> Submitted to AS GODP Plan 2012 end of February 2012 <ul style="list-style-type: none"> Submitted to AS report on GODP Plan implementation not later than end of the month 	4 4		
9. Gender and Development (GAD)	<ul style="list-style-type: none"> Submitted to PS Revised GAD Plan 2012 in accordance with the ILO PGA Audit findings and GAD Plan for 2013 end of March 2012 Submitted to PS GAD annual report 1st week of December 2012 	Part of P4.2M		<ul style="list-style-type: none"> Submitted to AS GODP Plan 2012 end of February 2012 Submitted to AS report on GODP <ul style="list-style-type: none"> Submitted to PS GAD annual report 1st week of December 	4 4		
11. DOLE Citizens Charter implementation geared towards ISO certification of systems and procedures	<ul style="list-style-type: none"> Documented work processes end of December 2012: <ul style="list-style-type: none"> Procedures Manual or Manual of Instructions Citizens Charter - for at least one (1) frontline service Implemented/adopted a citizens feedback system/mechanism on the enrolled frontline services in the DOLE Citizens Charter 	Part of P4.2M	IMSD	<ul style="list-style-type: none"> Documented work processes end of December 2012: <ul style="list-style-type: none"> Procedures Manual or Manual of Instructions Citizens Charter - for at least one (1) frontline service Implemented/adopted a citizens feedback system/mechanism on the 	4 4		

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	-Submitted monthly/quarterly reports to Central Office -Provided monthly actions on complaints/feedback			enrolled frontline services in the DOLE Citizens Charter -Submitted monthly/quarterly reports to Central Office -Provided monthly actions on complaints/feedback			
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 	260		1 Scrapbook/province or 6 Scrapbooks	4		
Total Overall Rating					276		
Final Average Rating					3.7	3.54	
Adjectival Rating					VS	VS	

physical and financial outputs**

Posted 2012 Physical and Financial Plan, 2012 Work and Financial Plan
 Posted 2012 First-Third Quarter Physical Report of Operations
 Posted 2010, 2011, 2012 Quarterly Financial Report of Operations
 Posted DOLE CBEP Beneficiaries for 2012
 Posted 2012 Annual Procurement Plan, and Awarded Contracts for FY 2012

Comment [REA1]:

Posted 2012 Physical and Financial Plan, 2012 Work and Financial Plan

 Posted 2012 First-Third Quarter Physical Report of Operations

 Posted 2010, 2011, 2012 Quarterly Financial Report of Operations

 Posted DOLE CBEP Beneficiaries for 2012

 Posted 2012 Annual Procurement Plan, and Awarded Contracts for FY 2012

Submitted by:		Endorsed by:		Validated by:*	
	Date		Date		Date
ATTY. JOHNSON G. CAÑETE, CESO III		USEC. LOURDES M. TRASMONTE		USEC. LOURDES M. TRASMONTE	
Regional Director		DOLE PMT		DOLE Validation Team	

Recommended by:		Approved by:	
	Date		Date
USEC. LOURDES M. TRASMONTE		ROSALINDA DIMAPILIS-BALDOZ	
Cluster Head		Secretary	

GUIDE FOR ACCOMPLISHING:

Column 1 – Program per Major Final Output

Column 2 – Performance Targets and Measures

Column 3 – Budget allotted per program/project/activity e.g., supplies, materials, equipment and other budgetary requirements

Column 4 – Specific Division/Individuals primarily accountable/responsible for the accomplishment of each success indicator

Column 5 – What has been achieved or accomplished per success indicator

Column 6 – Self-rating per success indicator by the concerned office/agency

Column 7 - Ratings based on the validation of concerned offices e.g. program managers } to be filled up during validation stage

Column 8 – Relevant data supporting the validation rating

*To be accomplished during the Performance Assessment only