



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila

**OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)**  
**DOLE Regional Office No. 02**

I, **MANUEL C. ROLDAN**, of **DOLE Regional Office No. 02**, 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, 2017.

<b>RATING SCALE</b>	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

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (Php) (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	VALIDATED RATING (6)	REMARKS (for validation purposes) (7)
<b>CORE INDICATORS</b>						
<b>MFO 2: Employment Facilitation and Capacity Building Services</b>						
<b>Special Program for Employment of Students (SPES)</b>	<b>14,450</b> youth-beneficiaries assisted (under Current-Regular funds)	39.114M	IMSD, TSSD, FOs			
	<b>5% - 10%</b> increase in SPES babies (FY 2016 baseline =3,698) monitored by end of December 2017					
	<b>100%</b> of SPES babies in FY 2016 profiled and submitted to BLE by the end of December 2017					
	<b>1% - 2%</b> increase in SPES graduate of Techvoc and colleges monitored by end of December 2017 (FY 2016 baseline =2,850)					
	<b>70%</b> of surveyed beneficiaries rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)					
	Utilized <b>100%</b> of funds allocated for SPES					
<b>JobStart</b>	<b>100</b> youth-beneficiaries enrolled in Life Skills training		TSSD, FOs			
	<b>100</b> internship pledges from partner employers					
	<b>75%</b> placement rate in wage employment monitored by end of December 2017					
	<b>70%</b> of surveyed clients (beneficiaries and employers) rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries and employers)					

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Government Internship Program (GIP)	509 youth-beneficiaries assisted	14.0M (Continuing Fund)	IMSD, TSSD, FOs			
	1% placement rate in wage employment monitored by end of December 2017 (FY 2016 baseline=2,679)					
	70% of surveyed beneficiaries rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)					
Public Employment Service (PES)	22,645 qualified jobseekers referred for job placement		TSSD, FOs			
	80% of qualified job seekers placed					
	Five (5) LGU PESO provided with technical assistance on their institutionalization by end of December 2017					
	70% of surveyed jobseekers rated services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)					
PhilJobNet	80% of registered establishments with complete documentary requirements processed 15 working days after the reference month		TSSD, FOs			
Labor Market Information	93,335 individuals reached		TSSD, FOs			
	915 institutions reached					
	70% of surveyed individuals rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)					
Talent Mapping	2,045 individuals assessed	248,029.00	TSSD, FOs			
National Skills Registry Program (NSRP)	Thirty (30) LGUs covered		TSSD, FOs			
	Twenty (20) establishment covered		TSSD, FOs			
Trabaho-Negosyo-Kabuhayan (TNK) Caravan Job and Livelihood Fairs	<b>National</b>					
	<ul style="list-style-type: none"> <li>▪ Conducted Labor Day and Independence Day TNK Caravan Job and Livelihood Fairs</li> </ul>		IMSD, TSSD, FOs			
	<ul style="list-style-type: none"> <li>▪ Assessment report on placement submitted within 30 days for local employment, and 90 days for overseas employment after the conduct of Job Fairs</li> </ul>		IMSD, TSSD, FOs			
	<b>Local</b>					
<ul style="list-style-type: none"> <li>▪ Forged partnership among regional counterparts of DTI, DO LE, and LGUs on the TNK Caravan Job and Livelihood Fair by end of December 2017</li> </ul>		TSSD, FOs				

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	<ul style="list-style-type: none"> <li>○ Submitted to BLE copy of signed localized TNK Commitment and Agreement fifteen (15) working days after the reference quarter (Second Semester onwards)</li> </ul>		TSSD, FOs			
	<ul style="list-style-type: none"> <li>▪ Annual calendar of Job Fairs (indicating date, venue, employers, and vacancies) posted at the RO website and PhilJobNet website by end of March 2017</li> </ul>		FOs			
	<ul style="list-style-type: none"> <li>▪ Calendar of Job Fairs updated quarterly</li> </ul>		FOs			
On Site Job Fair (NHA Convergence Program)	<b>(For NCR, RO3, and RO4A):</b> Conducted on-site job fairs at 18 NHA resettlement sites under NHA Convergence Program on or before 31 May 2017		NAP			
JobsFit Report	<b>Sixty (60)</b> stakeholder organizations consulted in the updating of JobsFit Report by end of May 2017	150,000.00	TSSD			
Career Guidance Advocacy Program (CGAP)	Regional Career Advocacy Congress conducted by <b>end of September 2017</b>		TSSD			
Capacity Building for PESO Personnel	<b>LMI Analysis, BEST, PESO and SPES IRR</b>					
	<ul style="list-style-type: none"> <li>▪ <b>45</b> PESO personnel participated in the capacity-building training on LMI Analysis, BEST, PESO Law IRR, and SPES Law IRR by end of September 2017</li> </ul>		IMSD, TSSD, FOs			
	<b>PESO Employment Information System (PEIS), PhilJobNet and Talent Mapping</b>					
	<ul style="list-style-type: none"> <li>▪ <b>80</b> FOs, PESO personnel, schools, training institutions, and establishments participated in capability-building training / orientation on PEIS, PhilJobNet, and Talent Mapping by end of September 2017</li> </ul>		IMSD, TSSD, FOs			
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)	<b>1,544</b> beneficiaries provided with livelihood assistance	30.870M	IMSD, TSSD, FOs			
	<b>918</b> beneficiaries provided with emergency employment	8.543M	IMSD, TSSD, FOs			
	<b>10%</b> of DILP beneficiaries are parents of child laborers		FOs			
	<b>70%</b> of surveyed beneficiaries rated the services as satisfactory or better		FOs			
K-to-12 DOLE Adjustment Measures Program	Provided assistance to 100% of displaced personnel who sought assistance within 10 working days upon filing of complete documents	90,000.00	TSSD, FOs			

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	<p><u>100%</u> beneficiaries assisted:</p> <p>Encoded in the K-to-12 database data and information of reported displaced personnel and those who availed of the program within 3 working days upon receipt of complete application</p> <p>Conducted at least <b>five (5)</b> orientation activities / advocacy / information campaigns per semester and distributed advocacy materials on K-to-12 DOLE AMP</p>					
<b>Productivity Toolbox</b>	<b>750</b> MSMEs per RB assisted					
	<ul style="list-style-type: none"> <li>▪ <b>220</b> MSMEs provided with training services <ul style="list-style-type: none"> <li>○ <b>50%</b> of MSMEs trained with PIP / Action Plan implemented within three months</li> </ul> </li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>▪ <b>50</b> MSMEs provided with technical assistance on designing/formulation of productivity/ performance-based incentives scheme <ul style="list-style-type: none"> <li>○ <b>10%</b> of MSMEs assisted with productivity based pay incentives schemes installed</li> </ul> </li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>▪ <b>480</b> MSMEs provided with orientation(s)</li> </ul>		TSSD			
	<b>100%</b> of participants who rated training services as satisfactory or better		TSSD			
<b>Two Tiered Wage System</b>	<b>Tier 1</b>					
	Wage order issued in accordance with RA 6727 and NWPC guidelines, rules and regulations, as necessary		RTWPB	NAP		
	100% of wage cases resolved within 45 days upon receipt of application		RTWPB	NAP		
	<b>Tier 2</b>					
	Wage advisory issued in accordance with NWPC guidelines, rules and regulations, as necessary		RTWPB	NAP		
<b>MFO 3: Labor Force Welfare Services</b>						
<b>Tripartism (RTIPC)</b>	<p>RTIPC membership expanded to include representatives from the most representative organizations in the following sectors:</p> <ul style="list-style-type: none"> <li>▪ Informal</li> <li>▪ Public</li> </ul>	39,000.00	TSSD, FOs			

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	<ul style="list-style-type: none"> <li>▪ Women</li> <li>▪ Youth</li> <li>▪ Migrant</li> </ul>					
	<p>Regular quarterly RTIPC meetings conducted <i>Note: Please indicate agenda, date, venue and number of attendees in accomplishments</i></p> <p><b>One (1)</b> Resolution/Position Paper/Manifesto on labor and employment issues submitted to the NTIPC through the BLR per quarter</p>		TSSD, FOs			
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Tripartism (ITCs)	<p><b>One (1)</b> Resolution/Position Paper/Manifesto on labor and employment issues submitted to the NTIPC through the BLR per quarter</p>		FOs			
Workers Organization and Development (WODP) Program	<b>WODP Trainings</b>		1,083,000.00			
	<ul style="list-style-type: none"> <li>▪ <b>Four (4)</b> training grants provided to unions and workers' organizations</li> </ul>		TSSD, FOs			
	<ul style="list-style-type: none"> <li>▪ <b>100</b> number of union members / workers' association members trained</li> </ul>		TSSD, FOs			
	<ul style="list-style-type: none"> <li>▪ <b>70%</b> of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)</li> </ul>		TSSD, FOs			
	<b>WODP Scholarships</b>					
	<ul style="list-style-type: none"> <li>▪ <b>Eight (8)</b> individuals provided with scholarship grants <ul style="list-style-type: none"> <li>○ New: <b>2</b></li> <li>○ Ongoing: <b>6</b></li> </ul> </li> </ul>		TSSD, FOs			
	<ul style="list-style-type: none"> <li>▪ <b>(No graduating for the year)</b> scholars graduated during the period</li> </ul>					
	<ul style="list-style-type: none"> <li>▪ <b>100%</b> of applications for trainings and scholarships grants processed within one day upon receipt of complete requirements</li> </ul>		TSSD, FOs			
	<ul style="list-style-type: none"> <li>▪ <b>None</b> scholars graduated during the period (*for reporting of accomplishment)</li> </ul>					
<ul style="list-style-type: none"> <li>▪ <b>70%</b> of surveyed beneficiaries rated the services as satisfactory or better</li> </ul>						
Union and CBA Registration	<p><b>100%</b> of application for union registration processed through OURS</p>		TSSD, FOs			

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Labor and Employment Education Program	<b>LHP, CLES</b>	200,000.00				
	<ul style="list-style-type: none"> <li>▪ <b>771</b> establishments oriented by LHP and CLES based on the establishments assessed through LLCS (FY 2016 baseline = 1468 establishments assessed)</li> </ul>		FOs			
	<ul style="list-style-type: none"> <li>▪ <b>70%</b> of establishments oriented are establishments found with deficiencies</li> </ul>		FOs			
	<ul style="list-style-type: none"> <li>▪ <b>2,833</b> workers and employers covered by LHP and CLES</li> </ul>		FOs			
	<b>LEGS</b>					
	<ul style="list-style-type: none"> <li>▪ <b>23,572</b> number of students covered by LEGS</li> </ul> <p><b>70%</b> of surveyed beneficiaries (for LEES) rated the seminars conducted as satisfactory or better</p>		FOs			
Social Amelioration Program (SAP) (in regions where applicable)	<b>SAP Lien Collection and Remittance Monitoring</b>					
	<ul style="list-style-type: none"> <li>▪ <b>100%</b> of SAP lien due monitored as collected and remitted (current crop year)</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>▪ Analysis report on Sugar Production and Withdrawal Lien Collection and Remittance submitted to BSWC within 15 days after end of reference month</li> </ul>		TSSD			
	<b>SAP Fund Utilization</b>					
	<ul style="list-style-type: none"> <li>▪ Monthly Cash-In-Bank Register submitted to BSWC within 15 days after the end of the reference month</li> </ul>		TSSD			
	<b>CBF Distribution Monitoring</b>					
	<ul style="list-style-type: none"> <li>▪ <b>50%</b> of current crop year monitored as distributed</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>▪ <b>80%</b> of the previous crop year monitored as distributed</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>▪ <b>95%</b> of the prior crop years monitored as distributed</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>▪ Report on the implementation of Cash Bonus distribution program submitted to BSWC within 15 days after end of reference quarter</li> </ul>		TSSD			
<b>Maternity Benefit Program Monitoring</b>						
<ul style="list-style-type: none"> <li>▪ <b>100%</b> of claims filed with complete documents processed within 10 working days from receipt of documents</li> </ul>		TSSD				
<ul style="list-style-type: none"> <li>▪ <b>100%</b> of processed and approved claims ready for payment within 5 working days after processing</li> </ul>		TSSD				

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	<ul style="list-style-type: none"> <li>Monthly report on maternity benefits submitted to BWSC within 15 days after end of reference month</li> </ul>		TSSD			
	<b>Death Benefit Program Monitoring</b>					
	<ul style="list-style-type: none"> <li><b>100%</b> of claims filed with complete documents processed within 10 working days from receipt of documents</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li><b>100%</b> of processed and approved claims ready for payment within 5 working days after processing</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>Monthly report on death benefits claims submitted to BWSC within 15 days after end of reference month</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li><b>70%</b> of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)</li> </ul>		TSSD			
<b>Family Welfare Program</b>	<ul style="list-style-type: none"> <li><b>100%</b> of assessed establishment without FWP provided assistance in setting up FWP. (<i>Establishments employing 200 or more workers</i>)</li> </ul>	100,000.00	TSSD, FOs			
	<ul style="list-style-type: none"> <li><b>100%</b> of workers covered</li> </ul>		TSSD, FOs			
	<ul style="list-style-type: none"> <li><b>70%</b> of surveyed beneficiaries rated the services as satisfactory or better</li> </ul>		TSSD, FOs			
<b>Kasambahay</b>	<ul style="list-style-type: none"> <li><b>100%</b> of RFAs disposed</li> </ul>		TSSD, FOs			
<b>NRCO Reintegration Services</b>	<b>Balik Pinay! Balik Hanapbuhay! (BPBH) &amp; Livelihood Development Assistance Program (LDAP)</b>					
	<ul style="list-style-type: none"> <li><b>160</b> workers served (OFW returnees) with livelihood (formation) assistance by the end of December 2017</li> </ul>	200,000.00	NRCO, TSSD			
	<ul style="list-style-type: none"> <li><b>70%</b> of surveyed beneficiaries rated the services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)</li> </ul>		NRCO			
	Utilized 100% of budget allocation for BPBH and LDAP		NRCO			
	<b>Financial Awareness Seminar (FAS) and Small Business Management Training (SBMT)</b>					
	<ul style="list-style-type: none"> <li><b>160</b> workers served (OFW returnees/families) provided with FAS and SBMT services by end of December 2017</li> </ul>		NRCO			
	<ul style="list-style-type: none"> <li><b>70%</b> of surveyed beneficiaries rated the services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)</li> </ul>		NRCO			

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	<b>Byaheng Agri-preneur</b>					
	At least <b>30</b> OFW returnees and/ or families oriented on agri business through learning journey as participants in each region by end of December 2017.		NRCO			
	<b>Sa Pinas, Ikaw ang Ma'am/Sir</b>					
	<b>100%</b> of application forms preliminarily screened and endorsed to NRCO Central Office within 7 days upon receipt of complete documents.		NRCO			
	<b>Reintegration Network Strengthening</b>					
	Published and distributed at least <b>four (4)</b> Quarterly issues of Regional Reintegration Information Bulletin, with the inclusion of a finalized and firmed up directory of the Reintegration Network and the services they provide for returning OFWs and their families		NRCO			
<b>MFO 4: Employment Regulation Services</b>						
<b>Labor Laws Compliance System</b>	<b>1,140</b> establishments (in priority industries) covered by LLCS as reflected in the LLCS-MIS by end of November 2017	4,139,000.00	TSSD			
	<ul style="list-style-type: none"> <li>▪ <b>100% of 30</b> registered Contractors / Subcontractors are assessed</li> </ul>					
	<ul style="list-style-type: none"> <li>▪ <b>100% of 50</b> ongoing construction projects / sites with approved CSHP are assessed</li> </ul>					
	<b>100%</b> of 2016 pending LOC /SOT or combined LOC/SOT/LS cases disposed by 30 June 2017 thru issuance of Compliance Order		TSSD			
	<b>100%</b> of workers under pledges for voluntary regularization validated		TSSD			
	<b>100%</b> of establishments with deficiencies provided assistance		TSSD			
	OSH Investigation:					
<ul style="list-style-type: none"> <li>▪ <b>100%</b> of incidents/ reports acted upon within 24 hours upon receipt of information of: imminent danger/ dangerous occurrence/disabling injury/plain view</li> </ul>		TSSD				



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	<ul style="list-style-type: none"> <li>Work Stoppage Orders Issued within 24 hours to 100% of establishments where disabling injury occurred/imminent danger exists</li> </ul>		TSSD			
	100% of establishments found with violations on social security benefits endorsed to appropriate agency every two weeks		TSSD			
	Establish partnership with LGUs thru orientation(s) on labor laws compliance		TSSD			
	Utilized 100% of allocation for LLCS		TSSD			
<b>Dispute Resolution</b>	<b>Single Entry Approach (SEnA)</b>		200,000.00			
	<ul style="list-style-type: none"> <li>77% of the total request handled settled within 30 days from date of filing</li> </ul>		FOs			
	<ul style="list-style-type: none"> <li>100% of the total request handled disposed within 30 days</li> </ul>		FOs			
	<ul style="list-style-type: none"> <li>70% of surveyed clients rated services as satisfactory or better</li> </ul>		FOs			
	<b>SpeED Cases: Labor Standards and Arbitration Cases</b>					
	<ul style="list-style-type: none"> <li>100% of cases are disposed within the PCT.</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>100% of Labor Standards cases handled disposed within 50 days reckoned from the date of the 1<sup>ST</sup> Mandatory Conference</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>Monthly report (on submitted to BWC on the 5<sup>TH</sup> day following the reference month</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>100% of pending cases from 2016 disposed according to the work plan</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>100% of current cases disposed within the PCT</li> </ul>		TSSD			
<b>Efficient Service Delivery/Other Employment Regulation Services</b>	100% of applications for permits, licenses, registration, certificates, and clearances with complete requirements processed within the PCT:					
	<ul style="list-style-type: none"> <li>Alien Employment Permit (AEP) – <b>within 3 working days</b> upon filing of application for new AEP and within 24 hours for renewal (complete documents)</li> </ul>		TSSD			

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	<ul style="list-style-type: none"> <li>▪ Private Employment Agency's (PEA) license – <b>within 10 days</b> upon filing of application (complete documents)</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>▪ Job Fair Clearance / Permit – <b>within 5 working days</b> upon filing of application (complete documents)</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>▪ Authority to Recruit – <b>within 2 working days</b> upon filing of application (complete documents)</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>▪ Mechanical Permit and Electrical Certificate               <ul style="list-style-type: none"> <li>○ Permit to operate issued <b>within 15 days</b> upon receipt of proof of payment of fees</li> <li>○ Certificate of electrical inspection issued <b>within 15 days</b> upon receipt of proof of payment of fees</li> </ul> </li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>▪ Construction Safety and Health Program – 100% of applications processed <b>within 5 days</b> upon receipt of complete documents</li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>▪ Safety Practitioner's Accreditation               <ul style="list-style-type: none"> <li>○ 100% of applications processed <b>within 15 days</b> upon receipt of complete documents</li> <li>○ Issued certificate of accreditation to 100% of approved applications <b>within 5 days</b> from the date of interview</li> </ul> </li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>▪ 13<sup>TH</sup> Month Pay – compliance with 13<sup>TH</sup> month pay Report submitted to BWC <b>not later than January 25<sup>TH</sup> of the following year</b></li> </ul>		TSSD			
	<ul style="list-style-type: none"> <li>▪ Working Child Permit – processed <b>within eight (8) hours</b> upon receipt of payment</li> </ul>		TSSD			
<b>NON-CORE INDICATORS</b>						
<b>SUPPORT TO OPERATIONS</b>		570,000.00				
<b>Monitoring of Programs</b>	<b>SPES: 371</b> youth-beneficiaries assisted (under Continuing-Regular funds, and Continuing-BUB funds)		TSSD			
	<b>SPES:</b> Submitted to BLE the number of SPES graduates of techvoc and colleges <b>by end of December 2017</b>		TSSD			
	<b>JobStart:</b> Submitted to BLE the number of JobStart beneficiaries absorbed as employees (regular, contractual, project-based) by partner employers <b>by end of December 2017</b>		TSSD			

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	<b>JobStart:</b> Submitted to BLE the Regional Report on JobsFit 2022 cum Employment Situationer and Inputs to HRD Roadmaps <b>by end of May 2017</b>		TSSD			
	<b>GIP:</b> Submitted to BLE the total number of GIP beneficiaries absorbed as employees (Job Orders Contractual, Project-Based) by the agencies deployed/partner government agencies after the program <b>by end of December 2017</b>		TSSD			
	<b>PESO:</b> Submitted to BLE the number of establishments submitted job vacancies through PESOs in FY 2017 <b>by end of December 2017</b>		TSSD			
	<b>PhilJobNet:</b> Submitted to BLE the number of establishments with posted vacancies in the <b>by end of December 2017</b>		TSSD			
	<b>Job Search Kiosk:</b> Submitted to BLE the quarterly report on the location and status of Job Search Kiosk <b>15 working days after the reference quarter</b>		TSSD			
	<b>Job Fairs:</b> Submitted to BLE the number of qualified applicants hired-on-the-spot (HOTS) during the conduct of Job Fairs		TSSD			
	<b>Job Fairs:</b> Submitted to BLE the number of establishment participated in National and Local Job Fairs in FY 2017 <b>by end of December 2017</b>		TSSD			
	<b>NSRP:</b> Submitted to BLE the Quarterly Monitoring Reports on NSRP <b>within a week after the reference quarter</b>		TSSD			
	<b>NSRP:</b> Submitted to BLE the regional post-activity reports as a result of the conduct of NSRP Regional Lessons Learned Workshop (i.e., "regional validation exercise") <b>by 15 September 2017</b>		TSSD			
	<b>JDMS:</b> Submitted to BLE monthly Job Displacement Monitoring System (JDMS) report <b>15 working days after the reference month</b>		TSSD			
	<b>NCGAP:</b> Submitted to BLE the number of NCGAP members who participated in the capacity-building activities in the region <b>by end of December 2017</b>		TSSD			

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (Php) (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	VALIDATED RATING (6)	REMARKS (for validation purposes) (7)
	<b>NCGAP:</b> Submitted to BLE the number of Career Guidance and Employment Coaching (CGEC) Activities conducted in public education and training institutions (public high schools, TESDA Training Institutions, and State Universities and Colleges) in the region <b>by end of December 2017</b>		TSSD			
	<b>DILEEP, SLF:</b> Submitted to BWSC regular reports on: <ul style="list-style-type: none"> <li>Regular DILP – <b>every 7<sup>TH</sup> day</b> after the reference quarter</li> <li>Regular TUPAD – <b>every 7<sup>TH</sup> day</b> after the reference quarter</li> <li>Regular SLF – <b>not later than 15 days</b> after the reference semester</li> </ul>		TSSD, FOs			
	<b>K-to-12 AMP:</b> Submitted to BLE the monthly report on reported displacements and program beneficiaries <b>5 working days</b> after the reference month		TSSD			
	<b>Reintegration Services:</b> Submitted monthly performance report to NRCO on its (NRCO) Livelihood Programs <b>not later than 10<sup>TH</sup> day</b> of the succeeding month		NRCO			
	<b>LLCS:</b> Submitted the LLCS (monthly) reports to BWC on or <b>before the 10<sup>TH</sup> day</b> of the following month		TSSD			
	<b>LLCS:</b> Submitted LLCS Annual Fund Utilization Report to BWC on or <b>before end of January 2018</b>		IMSD			
	<b>SEnA:</b> Submitted to SEnA Secretariat monthly SEnA accomplishments <b>not later than the 10<sup>TH</sup> day</b> following the reference month		TSSD			
	<b>SEnA:</b> Submitted to the SEnA secretariat for the SEnA database <b>not later than the 10<sup>TH</sup> day</b> following the reference month: <ol style="list-style-type: none"> <li>Statistical Summary of SEnA RFAs</li> <li>Listing of SEnA RFAs</li> <li>Cumulative Report of SEnA RFAs</li> </ol>		TSSD			
	<b>Project SpeED:</b> Submitted to BWC (for LS cases) the monthly SpeED accomplishments at <b>the end of the month</b>		TSSD			
	<b>Project SpeED:</b> Submitted to BLR (for appealed cases) the monthly SpeED accomplishments at the <b>end of the month</b>		TSSD			

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Tripartism (ITCs)	Regular quarterly meetings of ITCs conducted		FOs			
Communication Program	Submitted a copy of approved Communication Program to IPS for January to December 2017 by <b>28 February 2017</b>		IMSD			
	Submitted to IPS at least three (3) good news at the <b>end of the month</b>		IMSD, FOs			
	Disseminated at least three (3) press releases <b>every month</b> for local/regional or national media		IMSD, FOs			
	Attended to <b>100%</b> of requests for TV appearance/radio guesting		IMSD, FOs			
	Conducted at least <b>six (6)</b> press briefings in a year		IMSD			
	Submitted to IPS at least <b>one (1)</b> AVP on success stories of programs on or <b>before 30 October 2017</b>		IMSD, FOs			
Statistical Performance Reporting System (SPRS)	Submitted through DPX the SPRS monthly report with provincial breakdown <b>every 7<sup>TH</sup> calendar</b> day of the following month, starting March 2017 accomplishments		TSSD			
Gender and Development (GAD)	Utilized at least <b>5%</b> of total budget for GAD activities		IMSD, TSSD			
	Submitted to BWSC the 2019 GAD Plan and Budget (GPB) by <b>end of December 2017</b>		TSSD			
	Submitted to PS the 2017 GAD Annual Report <b>not later than 15 January 2018</b>		TSSD			
Implementation of Quality Management System (QMS) aligned with International Organization for Standardization (ISO) Standards or Continuing ISO certification of Process/es and System/s	Attained ISO 9001:2015 Certification, or implemented ISO 9001:2015 – aligned QMS and submitted reports to FMS not later than the 15 <sup>TH</sup> day of the month after the reference quarter		IMSD			
Citizens Charter/Anti-Red Tape Act (ARTA) Implementation	Provided feedback to HRDS on action taken on complaints/ requests for assistance coursed through the Hotline 8888, CSC Contact Center ng Bayan and Office of the Secretary within 72 hours upon receipt of referral.		IMSD			

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<b>GENERAL ADMINISTRATION AND SUPPORT SERVICES</b>		3,716,000.00				
<b>Integrity Development Program</b>	Submitted to the LS not earlier than the 1 <sup>ST</sup> day or <u>later than the 5<sup>TH</sup> day</u> of the month after the end of the reference quarter, completely and correctly filled-up prescribed forms on the latest status of complaints and cases (administrative, civil and criminal), against the officials and employees of the office filed or pending before the DOLE offices, regular courts and other quasi-judicial bodies		IMSD			
	Submitted 100% of 2016 SALN to HRDS <b><u>not later than 31 March 2017</u></b>		IMSD			
<b>Strategic Performance Management System (SPMS)</b>	Submitted to PS the 2017 OPCR <b><u>within 10 working days</u></b> from receipt of the approved template for endorsement to the Secretary thru the Cluster Head		TSSD			
	Submitted to PS the 2017 Reformulated OPCR <b><u>within 10 working days</u></b> from receipt of the approved template for endorsement to the Secretary thru the Cluster Head		TSSD			
	Submitted to PS through DPX the PDF copy of signed OPCR with accomplishments as of 1 <sup>st</sup> semester <b><u>by July 15, 2017</u></b>		TSSD			
	Submitted to PS through DPX the PDF copy of signed annual OPCR with accomplishments by <b><u>January 7, 2018</u></b>		TSSD			
	Submitted to HRDS summary of IPCR ratings <b><u>within 30 calendar days</u></b> upon receipt of approved OPCR ratings (covers accomplishment in the previous year)		TSSD			
<b>Performance Evaluation for Third Level Officials</b>	Complied with the Career Executive Service Performance Evaluation System (CESPES) within the deadline set by the Career Executive Service Board (CESB)		IMSD			

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Financial Management	<b>Funds Utilization</b>					
	Budget Utilization Rate (BUR) ■ Utilized the allotted funds to wit: 1 <sup>ST</sup> quarter: 20% 2 <sup>ND</sup> quarter: 30% 3 <sup>RD</sup> quarter: 25% 4 <sup>TH</sup> quarter: 25% <i>Obligation Rate = <math>\frac{\text{Obligation}}{\text{Allotment}}</math></i>		IMSD, TSSD, FOs			
	<b>Funds Accountability</b>					
	Submitted to FMS ( <b>not later than the 10<sup>TH</sup> day after the reference month</b> ) the monthly report on the following: 1) Statement of Appropriations, Allotment, Obligations, <u>Disbursement</u> and Balances (SAAODB) using the FAR No. 1 template 2) Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (SAAODB) by Object of Expenditure using the FAR No. 1-A template		IMSD			
	Submitted the following 2018 Budget Preparation (BP) forms to FMS <b>5<sup>TH</sup> days</b> prior to the schedule of submission to DBM:					
	1. BP Form C – Summary of RDC inputs and recommendations on Agency New and Expanded Programs and Projects					
	2. BP Form D – Report of CSOs' Inputs on Ongoing and New Spending Projects and Activities					
	3. BP Form 100 – Statement of Revenues					
	4. BP Form 100-A – Statement of Revenues and Expenditures – Special Account in the General Fund					
	5. BP Form 100-B – Statement of Other Receipts / Expenditures					
	6. BP Form 100-C – Statement of Donations and Grants					
	7. BP Form 200 – Comparison of Appropriations and Obligations					
	8. BP Form 201 – Summary of Obligations and Proposed Programs / Projects					

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	9. BP Form 201 A – Obligations for Personnel Services					
	10. BP Form 201 A-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for PS					
	11. BP Form 201 B – Obligations for Maintenance and Other Operating Expenses (MOOE)					
	12. BP Form 201 B-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for MOOE					
	13. BP Form 201 C – Obligations for Financial Expenses (FINEX)					
	14. BP Form 201 C-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for FINEX					
	15. BP Form 201 D – Obligations for Capital Outlay (CO)					
	16. BP Form 201 D-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for CO					
	17. BP 201-E – Program Expenditure Plan					
	18. BP Form 201-F – Climate Change Expenditure					
	19. BP Form 202 – Profile and Requirements of Locally-Funded Projects					
	20. BP Form 300 – Proposed Special Provisions					
	21. BP Form B – Agency Performance Measures (2016-17)					
	22. BP Form B-1 – Agency Performance Measures (2018)					
<b>Financial Accountability of Selected Accounts</b>	Liquidated/settled cash advances within the prescribed period and submitted the following accounts to IAS <b>every 10<sup>TH</sup> day of the month following the reference quarter:</b> 1) Advances to Officers and Employees 2) Advances for Operating Expenses (if applicable) 3) Advances to Special Disbursing Officers (if applicable) 4) Advances for Payroll		IMSD			
	Submitted to IAS quarterly report on the recording of Sugar Amelioration Program (SAP) fund transfers to IAS <b>every 10<sup>TH</sup> day of the month following the reference quarter</b>		IMSD			
	Submitted to IAS report on the Provision of Allowance for Impairment on Receivable – <b>End of December</b>		IMSD			
<b>Compliance to COA Observations</b>	Submitted to IAS quarterly Report of Actions Taken on 100% Compliance to COA Recommendations to <b>IAS every 10<sup>TH</sup> day of the month following the reference quarter</b>		IMSD			



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Streamlining of Key Frontline Processes/ Accomplishments of DOLE-CO, ROs, POLOs and Attached Agencies	Submitted to IAS by the end of the month the accomplishment report in the delivery of the Key Frontline Services <b><u>within 72 hours</u></b>		IMSD			
DOLE Freedom of Information	Submitted to IAS quarterly report on the compliance to Freedom of Information (FOI) on the following dates: March 25, June 25, September 25, and December 26, 2017		IMSD			
HRD Interventions	<b><i>Recruitment and Selection</i></b>					
	Submitted to HRDS recommendations of 50% vacant positions with complete documentary requirements: 1. 1 <sup>ST</sup> Semester: as of March 2017 by the end of June 2017 2. 2 <sup>ND</sup> Semester: as of August 2017 by end of November 2017		IMSD			
	Submitted to HRDS the report on filling-up of vacancies and validated/invalidated appointments <b><u>five (5) days after the reference quarter</u></b>		IMSD			
	Submitted to HRDS quarterly status report on CSC PRIME HRM on the following schedule: 1. 1 <sup>ST</sup> Quarter: 07 April 2017 2. 2 <sup>ND</sup> Quarter: 07 July 2017 3. 3 <sup>RD</sup> Quarter: 06 October 2017 4. October to November: 07 December 2017		IMSD			
	<b><i>Capacity-Building of Staff</i></b>					
	Trained/provided training opportunities to 80% of staff by end of the year and submitted quarterly report to HRDS on the trainings (grouped into: <u>prescribed (60%)</u> and <u>optional trainings (20%)</u> ) attended by staff <b><u>5 days after the reference quarter.</u></b>		IMSD			
Submitted to HRDS monitoring/progress report on the interventions provided to Management Succession Program (MSP) beneficiaries <b><u>5 days after the reference quarter.</u></b>		IMSD				
Green Our DOLE Program	100% accomplishment of GODP Plan 2016 containing activities that contribute to cost efficiency		IMSD, TSSD, FOs			
Transparency Seal Compliance	100% compliance with Transparency Seal requirements in accordance with 2016 General Appropriations Act (GAA),		IMSD, TSSD			

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	<p>IATF Memorandum Circular 2015-1, and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority:</p> <p><b>GAA 2017</b></p> <ol style="list-style-type: none"> <li>1. Agency's mandates and functions, names of its officials with their position and designation, and contact information</li> <li>2. Approved budgets and corresponding targets immediately upon approval of 2016 GAA</li> <li>3. Modification made pursuant to the general and special provisions in GAA 2016</li> <li>4. Annual Procurement plan/s and contracts awarded with the winning supplier, contractor or consultant</li> <li>5. Major programs and projects categorized in accordance with the five key results areas under E.O. No. 43, s. 2011 and their target beneficiaries</li> <li>6. Status of implementation, evaluation and/or assessment reports of said programs or projects</li> <li>7. Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014</li> <li>8. Annual Reports on the status of income authorized by law to be retained and/or used and be deposited outside of the National Treasury, which shall include the legal basis for its retention and/or use, the beginning balance, income collected and its sources, expenditures, and ending balance for the preceding fiscal year</li> </ol> <p><b>IATF MC 2015-1 dated 12 August 2015</b></p> <ol style="list-style-type: none"> <li>9. System of Ranking Delivery Units and Individuals</li> <li>10. Quality Management System Certified by international certifying body or Agency Operations Manual</li> </ol> <p><b>Additional Transparency Seal Information</b></p> <ol style="list-style-type: none"> <li>11. Status of Cases (if applicable), as required under Administrative Order No. 340, s. 2013: <ol style="list-style-type: none"> <li>a) Pending Cases</li> </ol> </li> </ol>					

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	<ul style="list-style-type: none"> <li>b) Released Decision</li> <li>c) Cases with Entry Judgment</li> <li>12. Net Worth of Officials, as required under CSC Republic Act No. 6713</li> <li>13. COA Annual Audit Report</li> </ul>					
<b>Property, Plant and Equipment Monitoring</b>	Submitted to AS the Report on Actual Physical Count of Property, Plant and Equipment (RPCPPE) for CY 2015 in soft copy (MS Excel spreadsheet file) to <a href="mailto:procure100@gmail.com">procure100@gmail.com</a> after completion of physical stock taking and the accomplished printed copy of the RPCPPE not later <b><u>than the end of March 2017</u></b>		IMSD			
<b>Agency Procurement Compliance and Performance Indicator (APCPI) Monitoring</b>	Obtained a <b>satisfactory rating</b> on the Agency Procurement Compliance and Performance Indicator (APCPI) for 2016 submitted to the Government Procurement Policy Board (GPPB) and AS at <a href="mailto:bacsecretariatdole@gmail.com">bacsecretariatdole@gmail.com</a> not later than the end of March 2017		IMSD			
<b>Total Overall Rating:</b>						
<b>Final Average Rating:</b>						
<b>Adjectival Rating:</b>						

Submitted by:		Endorsed by:		Validated by:		Recommended by:	
	Date		Date		Date		Date
<b>MANUEL C. ROLDAN</b>		<b>UNDERSECRETARY CIRIACO A. LAGUNZAD III</b>				<b>UNDERSECRETARY BERNARD P. OLALIA</b>	
Regional Director		Chairperson-DOLE PMT		DOLE Validation Team		Cluster Head	

Approved by:	
COMMENTS/OBSERVATIONS:	
_____ <b>SILVESTRE H. BELLO III</b> Secretary	_____ Date