

DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 2

EFFICIENCY AND INTEGRITY DEVELOPMENT PLAN (EIDP)
CY 2018

| Program/Project Description | Status/Action Taken As of March 31, 2018 | Means of Verification | Remarks |
|--|---|--------------------------|---------|
| A. PROMOTING TRANSPARENCY | | | |
| 1. Posting in the DOLE Website of the following: | | DOLE RO2 Website | |
| a. Annual net worth of officials, Division Chiefs, Field Office Heads including all employees based on their submitted Statements of Assets and Liabilities (SALN) | For posting on May 2018 | | |
| b. DOLE Citizen's Charter / QMS Procedure Manuals | Continuous updating | | |
| c. Transparency Seal | | | |
| c.1. Agency's mandates and function's, names of its officials with their position & designation, and contact information | Posted | | |
| c.2. Annual reports | Posted | | |
| c.3. Approved budgets and corresponding targets | Posted | | |
| c.4. The program/projects beneficiaries | Posted | | |
| c.5. Status of implementation and program/project | Posted | | |
| c.6. Annual procurement plan, contracts awarded and the name of contractors/supplier/consultants. | Posted | | |

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| B. STRENGTHENING ACCOUNTABILITY | | | |
| 1. Strengthening of System Integrity to eliminate opportunities for corrupt | | | |
| a. Use of biometric machine in attendance monitoring | All Field Offices and the Regional Office are using biometric terminal for monitoring of attendance. | Visual Inspection | |
| b. Strict implementation of rules and regulations on the liquidation of cash advances. | The Accounting Unit is active in reminding employees with unliquidated cash advances. | Report on liquidation of cash advances | |
| 2. Sustaining a culture of excellence and integrity among DOLE Officials and Employees | | | |
| a. Briefing with feedback for new employees on anti-corrupt laws, rules and regulations | Scheduled June 2018. | Attendance Sheet | |
| b. Holding of moral and character development related activities for officials and employees (values formation seminar, team building, etc.) | Aside from having a Prayer every Flag Ceremony, the Panunumpa ng Kawani ng Gobyerno is being recited. | | |
| c. Strict adherence with the DOLE Code of Conduct including non-contact and non-gifts/solicitation policy. | For posting – No Gift-No Bribe Policy poster. | | |

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| <p>C. OBSERVANCE OF THE RULE OF LAW</p> <p>1. Speedy resolution of administrative complaints/cases, especially graft and corruption related complaints/cases</p> <p>2. Quarterly monitoring of status of cases and complaints against DOLE officials and employees lodged with the regional office, office of the ombudsman, sandiganbayan, CSC, regular courts and Office of the President</p> | <p>1st Quarter Report to be submitted 1st week of April.</p> <p>1st Quarter Report to be submitted 1st week of April.</p> | <p>Quarterly report</p> <p>Quarterly report</p> | |
| <p>D. DEMOCRATIC GOVERNANCE</p> <p>1. Discussion of Client Satisfaction Feedback in Every Management Committee Meeting</p> <p>2. Discussion of Administrative Issues and Concern during the conduct of Planning and Program Assessment</p> | <p>Discussion of Client Satisfaction Feedback is a mandatory item in the agenda every ManCom Meeting.</p> <p>To be included in the upcoming MYPA.</p> | <p>Minutes of Meeting</p> | |

Prepared by:


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Noted:


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