

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. II

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, **SIXTO T. RODRIGUEZ, JR.**, Regional Director, Regional Office No.II, 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, 2013**. 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 (Inclusive of grants, TEV, supplies, etc) (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 (30%)							
1. Employment Facilitation							
1.1 SPES	<ul style="list-style-type: none"> Provided bridging employment to 13,369 beneficiaries end of December 2013 	26.127M (Grants)	FOs/TSSD / IMSD				
1.2 Job Fairs in coordination with PESO - National (Labor Day, Kalayaan, DOLE Anniversary)	<ul style="list-style-type: none"> Registered 2,000 applicants 15 % HOTS (Hired on the Spot) based on 1,750 number of qualified/matched applicants. 	100,000.00	FOs/TSSD / IMSD				
	(Regional/Local) <ul style="list-style-type: none"> Registered 5,000 applicants 15% HOTS based on 3,253 number of qualified applicants Posted at the RO website and Phil-JobNet website the Calendar of Job fairs (include date, venue, employers, vacancies) end of every quarter 2013		FOs/TSSD / IMSD				
2. Labor Market Information							
Enhanced Phil-Jobnet System (with	<ul style="list-style-type: none"> Accredited and Registered 217 establishments 		FOs/TSSD				

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SRS and DOLE Data Warehouse Sub-System) in coordination with PESO	<ul style="list-style-type: none"> Registered a minimum of 60 establishments with Vacancy Postings at the end of 2013 Posted/Solicited a minimum of 8,605 Job Vacancies at the end of 2013 						
	<ul style="list-style-type: none"> Implemented SRS in 16 LGUs (4th Wave) Conducted one (1) training/orientation for all LGUs covered by 4th Wave implementation Conducted monitoring of 14 LGUs covered by 3rd Wave 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, 2013, respectively 	2.205M	FOs/TSSD				
3. Capacity Building of Employment Service Providers							
3.1 Capacity Building for PESO	<ul style="list-style-type: none"> Conducted advocacy activities in 25 LGUs with active PESO towards institutionalization at the end of 2013 Institutionalized at least 2 PESOs at the end of 2013 Trained PESO managers on the following at the end of 2013: <ul style="list-style-type: none"> - Basic Employment Services Training for 35 active PESOs - Basic Management Course for 35 active PESOs 	100,000	FOs/TSSD / IMSD				
3.2 Career and Employment Coaching/ Guidance Advocacy	<ul style="list-style-type: none"> Maintained 4 existing CGN end of 2013 Conducted Regional Career Advocacy Congress with a minimum of 150 participants 	65,000	FOs/TSSD / IMSD				
	<ul style="list-style-type: none"> Conducted 300 career guidance advocacy activities covering 250 schools with a total of 45,000 participants 	50,000	FOs/TSSD / IMSD				
- Labor Education for Graduating Students (LEGS)	<ul style="list-style-type: none"> Oriented 50% of graduating students in private schools Oriented 50% of graduating students in State Universities and Colleges 	20,000	FOs/TSSD / IMSD				
4. Efficient Service Delivery							
4.1 Permits and Licenses:	<ul style="list-style-type: none"> Processed 100% of applications for permits, licenses, certificates, clearances (AEP, PRPA, Contractor/Subcontractor, Working Child Permit) within prescribed process cycle time 	10,000	TSSD/IMSD				

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5. Capacity Building for Livelihood							
5.1 DOLE Integrated Livelihood Program (DILP)	<ul style="list-style-type: none"> Created 2,550 self-employment (direct beneficiaries) Established 2 livelihood projects under Youth Entrepreneurship Support (YES) 	14.020M (Grants)	FOs/TSSD / IMSD				
MFO 2: Labor Standards Enforcement and Dispute Resolution (35%)							
1. Labor Law Compliance							
<ul style="list-style-type: none"> Self Assessment 	<ul style="list-style-type: none"> Achieved 100% retrieval rate of SA forms from targeted unionized establishments with certified CBAs Spot checked 100% of SA covered establishment 	150,000	FOs/TSSD				
<ul style="list-style-type: none"> Routine Inspection 	<ul style="list-style-type: none"> Inspected 1,204 establishments (1,018 on GLS) Achieved 70% compliance rate 	350,000	FOs/TSSD				
<ul style="list-style-type: none"> Complaint Inspection 	<ul style="list-style-type: none"> Acted upon 100% of complaints within the prescribed process cycle time Achieved 70% settlement rate for non-complying establishments thru SENA 	150,000	FOs/TSSD				
<ul style="list-style-type: none"> Training and Advisory Visits 	<ul style="list-style-type: none"> Conducted 17 TAV orientation using LHP or CLES Modules to 510 participating establishments Achieved 75% of compliance rate 	200,000	FOs				
Incentivizing Labor Laws Compliance Program	<ul style="list-style-type: none"> Enrolled 2 companies per level to work on voluntary compliance Validated 2 identified companies per level (Level I,II,III) to work on voluntary compliance 	50,000	FOs/TSSD				
KAPATIRAN WISE -TAV	<ul style="list-style-type: none"> Implemented the program in 2 companies identified as Big Brothers Achieved 100% compliance with labor standards of Small Brother enterprises end of the year 	50,000	FOs/TSSD				
Safety and Health	<ul style="list-style-type: none"> Trained 70 Safety Officers end of the year 	50,000	FOs/TSSD				

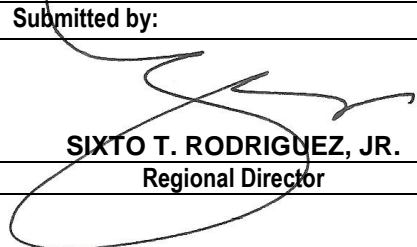
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Program <ul style="list-style-type: none"> • Construction Safety 	<ul style="list-style-type: none"> • Conducted 4 advocacies on OSH, DO 13, DO 18-A • Acted upon 100% of submitted CSHP within five-day process cycle time • Acted upon 100% of application for safety practitioner accreditation within prescribed cycle time 						
Report Submission	<ul style="list-style-type: none"> • Submitted reports every 10th day of the month following the reference month: <ul style="list-style-type: none"> ➢ Inspection Report ➢ Contracting and Sub-Contracting (DO 18-A) ➢ Accreditation of Safety Practitioners (DO 16-01 and DO 92-08) ➢ Incentivizing Compliance Program (ICP) ➢ Bus Transport Industry (DO 118-12) ➢ Kapatiran WISE-TAV Program ➢ Work Alert ➢ Construction, Safety and Health Program (AO 152-11) 						
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 requests handled within the prescribed period • Achieved 70% settlement rate of cases through SENA by end of December 2013 	50,000	FOs/ SEADOs				
<ul style="list-style-type: none"> • SpeED Cases : Labor Standards and Arbitration cases 	<ul style="list-style-type: none"> • Disposed 98% of handled med-arbitration cases under project SpeED for 2013 • Disposed 100% of Labor Standards cases filed within 3 months from reference period 	50,000	FOs/ SEADOs				
MFO 3: Social Protection and Welfare (20%)							
1. Family Welfare Program	<ul style="list-style-type: none"> • Increased by 5% the number of establishments reached thru DOLE initiated FWP related services/activities. 	50,000	FOs				

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	<ul style="list-style-type: none"> Increased by 2 the number of program dimensions being implemented at the company level among existing Family Welfare Committees Created/reactivated 5 FWCs 						
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 <p>Maternity and Death Benefit</p> <ul style="list-style-type: none"> Processed 100% of filed claims within 10-days Paid 100% of approved claims within 5-days 	50,000	FOs/TSSD				
MFO 4: Social Partnership Promotion (10%)							
1. Tripartism	<ul style="list-style-type: none"> Established <u>1</u> ITCs in <u>1</u> KEGs end of the year Facilitated the adoption of <u>1</u> Industry Voluntary Codes of Good Practices (VCGP) by the end of December 2013 in the Grains industries Conducted <u>5</u> RTIPC activities end of the year 	100,000	FOs/TSSD				
2. Workers Organization Development Program (WODP)	<ul style="list-style-type: none"> Extended 1 training grant benefitting 40 officers/members covering <u>20</u> unions/associations Extended <u>10</u> scholarship grants to <u>7</u> members and 3 dependents covering 6 unions/associations 	250,000 450,000	FOs/TSSD				
3. 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 	100,000	FOs/TSSD				

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	<ul style="list-style-type: none"> Established/reactivated Regional Interagency Coordinating and Monitoring Committee 						
MFO : Institutional Support (5%)							
1. Support for Policy Development	<ul style="list-style-type: none"> Submitted to BLES Job Displacement Monitoring System (JDMS) reports 15 days after reference month Utilized 100% of allocated funds for surveys end of December 2013 and all required reports submitted to BLES per schedule 	5,000	FOs/ TSSD/ IMSD				
2. Integrity Development Program	<ul style="list-style-type: none"> Monitored the status of cases filed against officials and employees of the office and submitted report to Legal Service not later than the 5th day of the month after the reference quarter. Submitted to HRDS the office/agency EIDP semestral report within 10 days after the reference quarter. 	50,000	IMSD				
3. Strategic Performance Management System	<ul style="list-style-type: none"> Submitted 2013 Reformulated OPCR to PS not later than September 13, 2013. (per Memo dated 29 August). Submitted 2013 OPCR Accomplishment Report to PS not later than 30 November 2013. Monitored 100% the preparation and implementation of the IPCR for 2013 and evaluation of the employees' performance based on the guidelines 	50,000	FOs/IMSD				
4. Communication Program	<ul style="list-style-type: none"> Disseminated/ published at least 5 press releases every month Appeared/ gusted 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 the month 	50,000	FOs/IMSD				
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. Submitted monthly physical accomplishment report to PS every 5th day of the month 	50,000	FOs/TSSD				
6. Financial Management	<ul style="list-style-type: none"> Funds Utilization <ul style="list-style-type: none"> Utilized 100% of the allotted funds for priority programs/projects/activities (P/P/A) and commitments of the Department under the PLEP (2011-2016) 		IMSD				

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	ii. Submitted monthly Statement of Allotment, Obligations and Allotment (SAOB) report.						
	<ul style="list-style-type: none"> • 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 (<i>Cash Advances to Officials and Employees</i>) by 80% for prior and current years - Account 104 (<i>Petty Cash Fund</i>) by 100% - Account 139 (<i>Due from NGOs/Pos</i>) by 80% for prior and current years - Account 138 (<i>Due from LGUs</i>) by 80% for prior and current years • 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. 						
7. HRD Interventions	<ul style="list-style-type: none"> • Trained the office staff in the following areas until December 15, 2013: <ol style="list-style-type: none"> 1. Alay sa Bayan (ALAB) Training for New Employees (5 staffs) 2. SDEP Training (4 staffs) 3. Technical Writing/Project Development Training (6 staffs) 4. Supervisory Training (Project Management/ Change Management/ Integrity Development in Governance (5 staffs) 5. Team Building Exercises (45 participants) • Filled up 100% of vacant positions as of September 22, 2013 (Election Ban: Sept. 28-Nov. 12, 2013) • Submitted report on the conduct of training and events based on the synchronized calendar for 2013 every 1st week of the following month. 	500,000	IMSD				

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8. Green Our DOLE Program (GODP)	<ul style="list-style-type: none"> Submitted to AS GODP Plan 2013 end of August Submitted to AS report on GODP Plan implementation not later than end of the month 	100,000.00	FOs/TSSD/IMSD				
9. Gender and Development (GAD)	<ul style="list-style-type: none"> Submitted to PS 2014 GAD Plan in accordance with ILO PGA Audit, end of February 2013 per OS Memo dated Jan 30, 2013 Submitted to 2013 GAD annual report 1st week of December 2013 		FOs/TSSD/IMSD				
11. DOLE Citizens Charter implementation geared towards ISO certification of systems and procedures	<p>a. Documented work processes end of December 2013:</p> <p>i. Procedures Manual or Manual of Instructions</p> <p>ii. Citizens charter – for at least one (1) frontline service</p> <p>b. Implemented/adopted a citizens feedback system/mechanism on the enrolled frontline services in the DOLE Citizens Charter</p> <p>i. Submitted monthly/quarterly reports to FMS</p> <p>ii. Provided monthly actions on complaints and feedback</p>	100,000.00	FOs/IMSD				
Total Overall Rating							
Final Average Rating							
Adjectival Rating							

Submitted by:	Date	Endorsed by:	Date	Validated by:*	Date
 SIXTO T. RODRIGUEZ, JR. Regional Director				OIC-USEC. CIRIACO A. LAGUNZAD III	
		DOLE PMT		DOLE Validation Team	

Recommended by:	Date	Approved by:	Date
USEC. DANILO P. CRUZ Cluster Head		ROSALINDA DIMAPILIS-BALDOZ Secretary	