

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 August, 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 (as of August) (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 9,000 beneficiaries end of December 2012 	Grants:15,254,000 MOOE: 238,000 Total: 15,492,000		Provided bridging employment to 8,581 beneficiaries.			
1.2 Job Fairs in coordination with PESO - National (Labor Day, Kalayaan, DOLE Anniversary) - Regional	<ul style="list-style-type: none"> Registered 1,500 applicants 15 % HOTS (Hired on the Spot) based on 1,125 number of qualified/matched applicants. Posted at the RO website and Phil-JobNet website the Calendar of Job fairs (include date, venue, employers, vacancies) end of every quarter 2012 			Registered 7,676 applicants 608 HOTS applicants or 8% based on the qualified applicants. Posted 41 schedules for jobfairs with 22,503 vacancies solicited end of August 2012.			
2. Labor Market Information							
2.1 Enhanced Phil-Jobnet System (with SRS and DOLE Data	<ul style="list-style-type: none"> Accredited and Registered 217 and issued with certification/sticker at the end of 2012 	_____					BLE will fund the certification

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Warehouse Sub-System) in coordination with PESO	<ul style="list-style-type: none"> • Issued stickers to 100% of existing PhilJobNet users • Registered a minimum of 60 establishments with Vacancy Postings at the end of 2012 • Posted/Solicited a minimum of 8,605 Job Vacancies at the end of 2012 • Implemented SRS in 10 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 			<p>Registered 30 establishments with vacancy postings at the end of August 2012.</p> <p>Posted/solicited 6,217 job vacancies at the end of August 2012.</p> <p>Implemented SRS in 9 LGUs.</p> <p>Registered 6,410 graduates at PJN. (March Graduates)</p>			<p>/sticker in license plate form/style as part of BLE and ROs' advocacy of the PJN (template to be issued by the BLE)</p> <p>Check TESDA website</p>
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 5 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 10 number of PESOs - Basic Employment Services - 2 - Basic Management Course for 35 number of active PESOs 	<p>100,000 (Admin. Cost)</p> <p>650,000</p> <p>225,000</p>		<p>Conducted advocacy activities in 12 LGUs with active PESO towards institutionalization at the end of August 2012.</p> <p>Institutionalized 2 PESO from Isabela and Vizcaya.</p> <p>Conducted briefing / orientations with PESO and Barangay Officials.</p>			<p>As per the BEST PESO Training, BLE will download subsidy funds for the regions.</p>

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<p>3.2 Career and Employment Coaching/ Guidance Advocacy <i>(Please see attached Matrix for RO Targets)</i></p> <p>- Labor Education for Graduating Students (LEGS)</p>	<ul style="list-style-type: none"> Established at least 1 Career Guidance Network (CGN) for secondary schools with minimum of 150 members per Regional NGCs (registered with SEC and MOU forged) end of 2012 Maintained 4 (number) of existing CGN end of 2012 Conducted at least 60 advocacy activities with a minimum of 100 participants per session using DOLE and TESDA's career guides end of 2012 Oriented 50% of graduating students in private schools Oriented 50% of graduating students in State Universities and Colleges 	<p>100,000 (Admin. Cost)</p> <p>100,000</p>		<p>1 Regional Career Guidance Network established.</p> <p>Maintained 4 existing CGN end of August 2012.</p> <p>Conducted 328 advocacies activities with 42,488 participants.</p> <p>Oriented 34,339 graduating students in private schools, universities and state colleges.</p>			3 provincial & 1 regional
4. Efficient Service Delivery							
<p>4.1 Permits and Licenses:</p> <p>-</p>	<ul style="list-style-type: none"> Processed 100% of applications for permits, licenses, certificates, clearances (AEP, PRPA, Contractor/Subcontractor, Working Child Permit) 	<p>50,000 (Admin. Cost) (inclusive of supplies/TEV)</p>		Processed 254 AEP and 11 Contractors/sub-contractors applications.			
5. Capacity Building for Livelihood							
<p>5.1 DOLE Integrated Livelihood Program (DILP)</p>	<ul style="list-style-type: none"> Created 1,730 self-employment (direct beneficiaries) giving priority to 300 poorest municipalities Established 2 livelihood projects under Youth Entrepreneurship Support (YES) 	<p>Grants: 10,258,000 Admin. Cost: 3,488,000</p>		Created self-employment activities to 716 direct beneficiaries.			
MFO 2: Labor Standards Enforcement and Dispute Resolution (38%)							
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 	<p>100,000 (inclusive of TEVs/supplies)</p>		Achieved 100% retrieval rate of SA forms (12 checklists).			

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	<ul style="list-style-type: none"> Spotchecked 100% of SA covered establishment 						
<ul style="list-style-type: none"> Routine Inspection 	<ul style="list-style-type: none"> Inspected 900 number of establishments Achieved 70% compliance rate 	150,000 (inclusive of supplies, TEVs, etc.)		Inspected 780 establishments with at least 52% compliance rate.			
<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		<p>Acted upon 100% of complaints with prescribed process cycle time.</p> <p>Achieved 65% settlement rate for non-complying establishments thru SENA.</p>			
<ul style="list-style-type: none"> Training and Advisory Visits 	<ul style="list-style-type: none"> Conducted 17 (number) of TAV orientation using LHP or CLES Modules to 510 (number) of participating establishments Achieved 75% of compliance rate 			<p>Conducted 12 TAV orientations to 468 participating establishments.</p> <p>Achieved 71% of compliance rate.</p>			
Incentivizing Labor Laws Compliance Program	<ul style="list-style-type: none"> Enrolled 4 of target companies per level to work on voluntary compliance Validated 4 of identified companies per level (Level I,II,III) to work on voluntary compliance Validated 1 number of establishments qualified for Tripartite Seal of Excellence 			Suspended.			
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 			<p>Implemented the program in 2 companies (Petron Depot & SN Aboitiz) identified as Big Brothers.</p> <p>Achieved 100% compliance with labor standards of Small Brother enterprise end of August 2012.</p>			
Safety and Health Program <ul style="list-style-type: none"> Construction Safety 	<ul style="list-style-type: none"> Trained 70 Safety Officers end of the year Conducted 4 advocacies on OSH, DO 13, DO 18-A 			Trained 68 Safety Officers end of August 2012.			

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	<ul style="list-style-type: none"> 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 			<p>Conducted 2 advocacies on OSH; 5 advocacies on D.O 18-A and 1 on D.O 13.</p> <p>Acted upon 100% of submitted CSHP within 5 day process cycle time.</p> <p>Acted upon 100% of application for Safety Practitioner Accreditation within prescribed cycle time.</p>			
2. Dispute Resolution							
2.1 SpeED	<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 2012 	100,000		<p>Settled 70% of the total requests handled from Jan-August 2012.</p> <p>Achieved 65% settlement rate thru SENA end of August 2012.</p>			
<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 2012 Disposed 100% of Labor Standards cases filed within 3 months from reference period 	150,000		<p>Disposed 98% of handled Med-Arbitration cases under project SpeED for 2012.</p> <p>Disposed 62% of LS cases filed end of August 2012.</p>			
MFO 3: Social Protection and Welfare (25%)							
1. Family Welfare Program	<ul style="list-style-type: none"> Increase by 10% the no. of establishments reached thru DOLE initiated FWP related services/activities Increased 2 number of program dimensions being implemented at the company level among existing Family Welfare Committees Created/reactivated 5 number of FWCs 	75,000		<p>Increased 3 number of program implemented among existing FWC.</p> <p>Created 2 FWCs end of August 2012.</p>			
2. Implementation of the Social	<p>20% Lien or Cash Bonus Fund Collection</p> <ul style="list-style-type: none"> Monitored 100% of cash bonus fund collection 	150,000		<p>Monitored 100% of cash bonus fund collection of P2,361,519.38.</p>			

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Amelioration Program in the Sugar Industry (in regions where applicable)	<ul style="list-style-type: none"> 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 			<p>Monitored 100% of current crop year cash bonus as distributed within the one-month prescribed period.</p> <p>Remitted P590,381.56 of SEPRF collection to BWSC within one month from the date of collection.</p> <p>Processed 100% claims of filed claims within 10-days.</p> <p>Paid 100% of approved claims within 5-days.</p>			
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 						
MFO 4: Social Partnership Promotion (10%)							
1. Tripartism	<ul style="list-style-type: none"> Established <u>1</u>no. of ITCs in <u>1</u> number of KEGs end of the year Facilitated the adoption of <u>1</u> Industry Voluntary Codes of Good Practices (VCGP) by the end of <u>December</u> 2012 in the <u>hotels, restaurants, and resorts industries</u> Conducted <u>5</u> RTIPC activities end of the year 	100,000		<p>Organized/ established 2 ITCs; 1 Hotel, Restaurant and Resort Industry 1 Grains Industry</p> <p>Formulation of VCGP in the HRR industry</p>			

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Workers Organization Development Program (WODP)	<p>Activities;</p> <ul style="list-style-type: none"> -Tripartite Monitoring Labor Standards and D.O 18-A. - Tripartite Monitoring FOA - Tripartite Certification committee Social Auditors -Special Tripartite Team - Regional Efficiency and Integrity Board. <ul style="list-style-type: none"> • Extended 2 training grants benefitting 100 officer/members covering 25 unions/associations • Extended 10 scholarship grants to 7 members and 3 dependents covering 6 unions/associations 	250,000		<p>Created/ established;</p> <ul style="list-style-type: none"> - Tripartite Monitoring Labor Standards and D.O 18-A. - Tripartite Monitoring Team. <p>Extended scholarship grants to 7 members and 1 dependent covering 5 unions/associations.</p>			
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 	200,000		<p>Report submitted.</p> <p>Report submitted (RBBI)</p> <p>RCC members attended the National Job Fair (Labor Day & Independence Day).</p>			
MFO : Institutional Support (___%)							
1. Support for Policy Development (not applicable to	<ul style="list-style-type: none"> • Submitted to BLES the Job Displacement Monitoring System (JDMS) reports 15 days after reference month 	50,000 (Admin. Cost)					

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DOLE-NCR)	<ul style="list-style-type: none"> 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 			Distributed 100% Survey Questionnaires, retrieval rate of 45%, 6% submitted to BLES.			
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 	50,000 (Admin. Cost)		Submitted reports ahead of time. No case pending.			
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 	25,000		Monitored Individual Performance Commitment of Field Office Staff.			
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 	50,000		Disseminated/published 51 press releases end of August 2012. At least 6 per month. Appeared/guested in 2 TV Press Conference and 21 Radio Guesting 1 Press Briefing – Santiago (May 1)			
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. 	50,000		Submitted monthly report on the physical accomplishments thru On-Line SPRS before end of the month.			
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) Submitted monthly Statement of Allotment, Obligations and Allotment (SAOB) report. Funds Accountability 	50,000		Utilized 69.08% allotted funds for programs/ projects. Submitted report on time.			

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	<p>i. Liquidated/settled cash advances within the corresponding rate per selected account and within the prescribed period for the following accounts:</p> <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 <p>ii. Submitted monthly report on the status of accounts.</p> <ul style="list-style-type: none"> • Replied/acted upon 100% of COA recommendations and submitted quarterly status of actions taken on COA annual audit reports. 			<p>Liquidated/settled 25 cash advances due from LGUs.</p> <p>13.83%</p> <p>100%</p> <p>41.40%</p> <p>37.13%</p> <p>Submitted.</p>			
7. HRD Interventions	<ul style="list-style-type: none"> • Trained the regional staff in the following areas: • Filled up 80% 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 	500,000 (Admin. Cost – TEVs/supplies)		<p>69 staff attended trainings conducted by DOLE, CSC, BWSC and other Agencies.</p> <p>Filled-up 83% of vacant positions (5 out of 6 vacancies.</p> <p>Reports on trainings conducted submitted.</p>			
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 			<p>Action Plan submitted last week of June 2012.</p>			
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 			<p>GAD Plan 2012 submitted.</p> <p>Submitted.</p>			

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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 <ul style="list-style-type: none"> -Submitted monthly/quarterly reports to Central Office -Provided monthly actions on complaints/feedback 			Implemented.			
OFFICE INITIATIVES (these should be included in the submission of the monthly OPCR accomplishment report)	Conduct of 4 Labor-Management Forum (by province)			Conducted 1 Labor Management Forum in Cagayan and 1 in Nueva Vizcaya.			
Total Overall Rating							
Final Average Rating							
Adjectival Rating							

Submitted by:		Endorsed by:		Validated by:*	
	Date		Date		Date
SIXTO T. RODRIGUEZ, JR. Regional Director		USEC. LOURDES M. TRASMONTE DOLE PMT		DOLE Validation Team	

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