

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, 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 (preliminary) (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:16,660,000 MOOE: 238,000 Total: 16,898,000		<ul style="list-style-type: none"> 10,337 students provided employment P16,302,459 total grants for students salary 			
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 			<ul style="list-style-type: none"> 45 Job Fairs conducted 8,097 total job applicants registered 699 were hired on the spot Posted 2 job fair schedules at RO Website and 6 at PJN Website including participating establishments/ employers and the vacancies. 			

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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 217 and issued with certification/sticker at the end of 2012 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 style="text-align: center;">—————</p>		<p style="text-align: center;">ISSUANCE OF CERTIFICATION/STICKER IS PENDING</p> <ul style="list-style-type: none"> 77 establishments with vacancy postings were registered at PJN 8,741 vacancies were solicited/ reported 14 LGUs are covered by the 3rd wave of SRS implementation. Conducted SB Orientation for the 14 municipalities. Barangay orientation is on-going. 6,410 March graduates registered at the PJN 			
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 	<p style="text-align: center;">100,000 (Admin. Cost)</p>		<ul style="list-style-type: none"> 25 LGUs with active PESOs were given orientation on PESO institutionalization 2 PESOs institutionalized (PESO Cordon in Isabela and PESO Alfonso Castaneda in Nueva Vizcaya). MOA 			

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	<ul style="list-style-type: none"> • Trained PESO managers on the following at the end of 2012: <ul style="list-style-type: none"> - SRS implementation for 10 PESOs - Basic Employment Services - 2 - Basic Management Course for 35 active PESOs 	<p style="text-align: center;">650,000</p> <p style="text-align: center;">225,000</p>		<p>for the institutionalization of PESO La Salette and PESO Cagayan Valley Information Technology College both in Isabela is awaiting signature of the Presidents.</p> <ul style="list-style-type: none"> • Trained PESO Managers on the following: <ul style="list-style-type: none"> a. PESO Skills Upgrading during the Regional PESO Convention participated in by 72 PESO Managers and Staff b. Basic Employment Service covering 35 PESOs and participated in by 37 PESO Managers and Staff. One training was conducted since there were only 35 PESO managers who have not undergone BEST yet. c. Basic Management Course covering 33 PESOs and participated in by 35 PESO Managers and Staff 			
3.2 Career and Employment Coaching/ Guidance Advocacy	<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 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 	<p style="text-align: center;">100,000 (Admin. Cost)</p>		<ul style="list-style-type: none"> • Established the Regional CGN with 69 members. MOU was already forged while its registration with SEC is on process. • Conducted capability upgrading for the Regional CGN covering 69 members from 4 existing provincial CGN • Conducted capability upgrading for 			

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- 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 	100,000		<p>one Provincial CGN covering 21 members.</p> <ul style="list-style-type: none"> 337 career guidance advocacies conducted covering 44,591 students and parents from 291 schools/colleges/ universities 34,389 students from 108 public and private schools/institutions were given orientation under LEGS. 			
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) 	50,000 (Admin. Cost) (inclusive of supplies/TEV)		<ul style="list-style-type: none"> 383 or 100% of applications for AEP were issued within process cycle time. 22 or 100% of applicants for job/service contractors/sub-contractors were also registered 			
5. Capacity Building for Livelihood							
5.1 DOLE Integrated Livelihood Program (DILP)	<ul style="list-style-type: none"> Created 1,730 self-employment (direct beneficiaries) giving priority to 300 poorest municipalities <p><i>(Target was based on P5,000 per capita)</i></p> <ul style="list-style-type: none"> Established 2 livelihood projects under Youth Entrepreneurship Support (YES) 	Grants: 8.852M Admin. Cost: 3,488,000		<ul style="list-style-type: none"> 1,111 benefitted from self-employment projects by providing funds in the form of raw materials, inputs, tools and jigs. 1,228 beneficiaries were also provided livelihood services through trainings and business advisory conducted 30% or 331 were beneficiaries of Starter Kit and NegoKart with per capita of P10,000 and P15,000 respectively One (1) YES project funded/ established amounting to P250,000 benefiting 30 students. 			

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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 • Spotchecked 100% of SA covered establishment 	100,000 (inclusive of TEVs/supplies)		<ul style="list-style-type: none"> • 100% retrieval rate of SA forms. 12 establishments were covered. 			
<ul style="list-style-type: none"> • Routine Inspection 	<ul style="list-style-type: none"> • Inspected 900 establishments • Achieved 70% compliance rate 	150,000 (inclusive of supplies, TEVs, etc.)		<ul style="list-style-type: none"> • 1,214 establishments inspected of which 627 were found with violations • 321 of violating establishments corrected deficiencies at plant level or a 51.2% PL compliance rate registered. • 5,304 workers benefitted from the P5,016,373M amount of awards. 			
<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		<ul style="list-style-type: none"> • 10 complaints settled out of 10 received. • Of the 10 complaints received: <ul style="list-style-type: none"> ➢ 3 complied upon inspection. Total awards amounted to P120,560.00 benefiting 28 workers. ➢ 7 controverted into case were disposed. Total awards amounted to P167,640.00 benefiting 127 workers. 			
<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 			<ul style="list-style-type: none"> • 17 TAV courses conducted for 504 establishments covering 1,470 workers • 41.15% compliance rate registered. Of the 209 establishments found with deficiencies, 86 were corrected. 			

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Incentivizing Labor Laws Compliance Program	<ul style="list-style-type: none"> Enrolled 4 companies per level to work on voluntary compliance Validated 4 identified companies per level (Level I,II,III) to work on voluntary compliance Validated 1 establishments qualified for Tripartite Seal of Excellence 			PROGRAM SUSPENDED Guidelines has just been issued. For implementation in CY 2013			
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 			<ul style="list-style-type: none"> Implemented the program at Aparri Petron Depo, identified sa Big Brother. MOU for Coca-cola awaiting approval by the Legal Officer 			
Safety and Health Program • 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 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 			<ul style="list-style-type: none"> 85 Safety Officers trained Conducted advocacies on the following: <ul style="list-style-type: none"> OSH (2) DO 18-A (5) DO 13 (1) 97 CSHP approved out of the 99 applications received and processed. 3 certificates of accreditation issued out of 5 applications received and processed. 			
2. Dispute Resolution							
2.1 SpeED • 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 2012 	100,000		<ul style="list-style-type: none"> 97.28% disposition rate (215 cases disposed out of 221 handled) 74.67% Settlement Rate (164 cases settled/withdrawn out of the 221 handled) P4,031,602 monetary benefits benefiting 475 workers 			

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<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		<ul style="list-style-type: none"> SPEED 5 <ul style="list-style-type: none"> ➤ 7 out of 7 Med-Arb cases handled were disposed or 100% disposition rate registered. ➤ 12 out of 12 LS Cases were disposed or 100% disposition rate 92% disposition rate of LS cases. (321 cases disposed within prescribed period out of the 297 cases handled) P6,304,219 amount of awards benefiting 4,517 workers 			
MFO 3: Social Protection and Welfare (25%)							
1. Family Welfare Program	<ul style="list-style-type: none"> Increased by 10% the no. of establishments reached thru DOLE initiated FWP related services/activities Increased by 2 the number of program dimensions being implemented at the company level among existing Family Welfare Committees Created/reactivated 5 FWCs 	75,000		<ul style="list-style-type: none"> 25% increase or 3 new additional establishments were reached Total of 8 establishments covering 1,831 workers were provided assistance/services in the implementation of their FWP activities. FW dimensions are already incorporated in the CBAs of covered establishments Created 3 new FWCs (Universal Leaf, Eveland Academy and Dalton Academy) and reactivated Coca-cola and ISELCO II 			
2. Implementation of the Social Amelioration Program in the Sugar Industry	20% Lien or Cash Bonus Fund Collection <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. 	150,000		<ul style="list-style-type: none"> Monitored 100% CBF collections amounting to P2,622,504.66 Monitored the distribution of cash bonus amounting P2,554,936.179 or 97.4% of current crop year, 2011- 			

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	<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>2012 .</p> <ul style="list-style-type: none"> Remitted 99.99% SEPRF amounting to P655,619.63 and deposited on-line to BWSC. 168 or 100% of maternity benefit claims received were processed and paid. 29 or 100% of death benefit claims received were processed and paid. 			
<p>3. Implementation of Integrated Services for Migratory Sugar Workers (I-SERVE) (in regions where applicable)</p>	<ul style="list-style-type: none"> Provided _____ workers with livelihood assistance 			<p>NOT APPLICABLE</p>			
<p>MFO 4: Social Partnership Promotion (10%)</p>							
<p>1. Tripartism</p>	<ul style="list-style-type: none"> Established 1 ITCs in 1 KEGs end of the year Facilitated the adoption of 1 Industry Voluntary Codes of Good Practices (VCGP) by the end of December 2012 in the hotels, restaurants, and resorts industries Conducted 5 RTIPC activities end of the year <p>Activities; - Tripartite Monitoring Labor Standards and D.O 18-A. - Tripartite Monitoring FOA - Tripartite Certification committee Social Auditors</p>	<p>100,000</p>		<ul style="list-style-type: none"> 2 new ITCs established – 1 on grains and 1 on HRRM 4 ITCs reactivated – 2 on grains ; 1 on HRRM ; 1 on Private Hospitals and Clinic Facilitated adoption of VCGP in hotels, restaurants and resorts in Sta. Ana, Cagayan Conducted the following RTIPC activities: <ul style="list-style-type: none"> ➤ <i>Tripartite Monitoring Labor Standards and DO 18-A organizational meeting</i> ➤ <i>Regional Tripartite Monitoring Board regional consultation meeting</i> 			

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Workers Organization Development Program (WODP)	<p>-Special Tripartite Team - Regional Efficiency and Integrity Board.</p> <ul style="list-style-type: none"> Extended 1 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		<ul style="list-style-type: none"> ➤ <i>Regional Tripartite Monitoring Team in compliance to DO 18-A orientation/organizational meeting</i> ➤ <i>Tripartite Monitoring FOA orientation</i> • One (1) capability building training conducted which was participated in by 38 union officers and members covering 13 unions. • 12 scholarships were funded, 2 of which were under IDR. 8 unions benefitted. 			
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		<ul style="list-style-type: none"> • Involved/Mobilized Inter-Agency Committees and RCC in the following: <ul style="list-style-type: none"> ➤ Launching of Child Labor Free Barangays ➤ Awarding of livelihood assistance to parents of child laborers ➤ Luzon Consultation Workshop on Child Labor 			
MFO : Institutional Support (___%)							
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 	50,000 (Admin. Cost)		<ul style="list-style-type: none"> • January-December (12) monthly termination reports submitted ahead of time • 100% performance rate achieved on BLES survey • 100% utilization rate of allocated 			

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	end of December 2012 and submitted to BLES all required survey reports per schedule			funds for BLES survey			
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)		<ul style="list-style-type: none"> Quarterly (4) mandatory reports submitted within prescribed deadline. 			
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		<ul style="list-style-type: none"> 70% of employees done with their IPCR 			
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		<ul style="list-style-type: none"> 63 press releases published/disseminated 21 TV and radio appearances/ interviews 7 Press briefing conducted 38 Good News report submitted 			
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		<ul style="list-style-type: none"> Physical accomplishments from Jan to December (12 months) were submitted ahead of time thru the online SPRS 			
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. Submitted Physical and Financial Performance Report of Flash Report to DOLE CO, FMS (for 	50,000		<ul style="list-style-type: none"> Funds Utilization <ul style="list-style-type: none"> 100.00% utilization rate of allotted funds Monthly (Jan-October) SAOB submitted within 5 days after reference month Quarterly (4 Quarters) Financial and Physical reports submitted within 			

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	<p>financial report) and PS (for physical report) for consolidation and eventful submission to DBM/OP (Monthly-not later than the 5th of the following month)</p> <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 (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 following accounts and report of monthly income to DOLE CO, FMS: <ul style="list-style-type: none"> -Account 104 (Petty Cash Fund) -Account 138 (Due from LGUs) -Account 139 (Due from NGOs/POs) -Account 148 (Cash Advance to Officials and Employees) -Report of Income-NG Books <p>(Monthly – 1st working day of the following month)</p> iii. Complied 100% with COA, DBM and BIR financial accountability reporting system <ul style="list-style-type: none"> -Budget Execution Documents (BEDs) and Budget Accountability Reports (BARs) -Trial Balance -Financial Statements -Report of Disbursements 			<p>prescribed deadline</p> <ul style="list-style-type: none"> • Funds Accountability <ul style="list-style-type: none"> i. petty cash fund is being replenished monthly, hence, the liquidation is being made at the end of the year. ii. Total amount due from NGOs/POs is 6,083,056.85. Out of this amount, 2,448,511 was liquidated or a liquidation rate of 40.0% • All reports were submitted within 5 days after the reference month. • All financial accountability reports due for the period were submitted on time. 			

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	<ul style="list-style-type: none"> -Report of Income -Statement of Income and Expenses, Cash Flows, Government Equity and the supporting schedules -Statement of Cumulative Expenditures/Obligations Incurred, Obligations Liquidated/Disbursements and Unliquidated Obligations -Annual.Monthly Report of Remittance -Return of Income Taxes Withheld (Form 1601C) -Creditable Income Taxes Withheld (Expanded Form 1601CE) (As scheduled). <ul style="list-style-type: none"> • Complied 100% with COA recommendations and submitted quarterly status of actions taken on COA annual audit reports and audit observation memoranda to DOLE CO, FMS and COA Regional Counterparts and worked for at least "Qualified" opinion in this current year 2012. <p><i>(Quarterly-within the month following the reference quarter)</i></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)		<ul style="list-style-type: none"> • Trainings coordinated/facilitated and number of regional staff attended: 1. Capability Assistance for Personnel Empowerment – 1 2. Basic Employment Services Training/WS – 10 3. Alay sa Bayan Training – 1 4. Orientation on DO 18-A – 10 5. PAGBA Quarterly Meeting and Seminar WS – 2 6. CES Circle Forum -1 7. 2012 Strategic Communication Mapping -1 8. Training on Microinsurance -1 9. OSH Summit – 13 			

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				10. Dev't. Skill Training for Counsellors – 6 11. SDEP Training – 1 12. Journalism Writeshop – 10 13. Enhanced Mediation Approach – 11 14. Strengthening Capabilities on International Association and Collective Bargaining Implementation – 3 15. Results Based Monitoring and Evaluation Training -1 16. Leadership and Public Speaking - 65 • 92.40% of total plantilla positions were filled. Six (6) existing vacancies are result of recent promotions. • Submitted training report for July			
8. Green Our DOLE Program (GOPD)	<ul style="list-style-type: none"> • Submitted to AS GOPD Plan 2012 end of February 2012 • Submitted to AS report on GOPD Plan implementation not later than end of the month 			<ul style="list-style-type: none"> • GOPD Plan submitted 			
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 			<ul style="list-style-type: none"> • Revised GAD Plan submitted 			
11. DOLE Citizens Charter implementation geared towards ISO certification of systems and procedures	a. Documented work processes and submitted the following to DOLE CO, FMS: <ol style="list-style-type: none"> i. Inventory of manuals or documented processes ii. Procedures Manual or manual of Instructions iii. Citizens Charter – for at least one (1) frontline services iv. Service Charter – for at least one (1) support 			<ul style="list-style-type: none"> • Submitted to FMS updated list of work instructions/processes for frontline and support services. 			

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	<p>services</p> <p>(End of December)</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 Central Office</p> <p>ii. Provided actions on complaints/feedback</p> <p>(Monthly)</p>			<ul style="list-style-type: none"> Citizens Feedback System is 100% implemented/complied with. 			
OFFICE INITIATIVES (these should be included in the submission of the monthly OPCR accomplishment report)	Conduct of 4 Labor-Management Forum (by province)			Four (4) Labor-Management Forum conducted in each province.			
Total Overall Rating							
Final Average Rating							
Adjectival Rating							

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

Recommended by:		Approved by:	

	Date		Date
USEC. DANILO P. CRUZ		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