

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 (as of November) (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"> 10,263 students provided employment 17.307M 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 8,071 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"> 46 establishments with vacancy postings were registered at PJN 7,460 vacancies were solicited/ reported SB Orientation for the 14 municipalities covered by the 3rd wave of SRS were conducted. Barangay orientation is ongoing. 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 Trained PESO managers on the following at the end of 2012: <ul style="list-style-type: none"> SRS implementation for 10 PESOs 	<p style="text-align: center;">100,000 (Admin. Cost)</p> <p style="text-align: center;">650,000</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 for the institutionalization of PESO La Salette and PESO Cagayan Valley Information Technology College both in Isabela awaiting signature of Presidents. Trained PESO Managers on the 			

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	<ul style="list-style-type: none"> - Basic Employment Services - 2 - Basic Management Course for 35 active PESOs 	225,000		<p>following:</p> <ul style="list-style-type: none"> a. SRS implementation for 14 municipalities covered by the 3rd wave. b. Basic Employment Service covering 33 PESOs and participated in by 37 PESO Managers and Staff. c. Basic Management Course covering 35 PESO and participated in by 37 PESO Managers and Staff 			
<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 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>		<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 • Capability upgrading conducted for two (2) existing CGN with a total of 39 members • 330 career guidance advocacies conducted covering 42,773 students and parents from 285 schools/colleges/ universities • 34,339 students from 104 public and private schools/institutions were given orientation under LEGS. 			
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>		<ul style="list-style-type: none"> • Of the 344 applications filed, 339 AEPs were issued within process cycle time. • 14 job/service contractors/sub- 			

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				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 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 funded One (1) YES project funded/ established amounting to P250,000 benefiting 30 students. 			
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. 13 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"> 1,198 establishments inspected of which 622 were found with violations 475 of violating establishments corrected deficiencies or a 76.00% compliance rate registered. 7,577 workers benefitted from the P9.033M 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 			

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				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 512 establishments covering 1,803 workers • 40.91% compliance rate registered. Of the 209 establishments found with deficiencies, 36 were corrected. 			
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			
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 <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 • 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. 			

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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"> 96.57% disposition rate (197 cases disposed out of 204 handled) 75.50% Settlement Rate (154 cases settled of the 204 handled) P4,100,201 monetary benefits benefiting 462 workers 			
• 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"> 6 out of 6 Med-Arb cases handled were disposed or 100% disposition rate registered. 76.2% disposition rate of LS cases. (241 cases disposed within prescribed period out of the 316 cases handled) P5,773,301 amount of awards benefiting 3,574 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 6 establishments covering 1,650 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	20% Lien or Cash Bonus Fund Collection	150,000		<ul style="list-style-type: none"> Monitored 99.9% of CBF collected 			

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the Social Amelioration Program in the Sugar Industry (in regions where applicable)	<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 			<p>amounting to P260,951.73 for crop year 2011-2012.</p> <ul style="list-style-type: none"> Remitted 99.99% SEPRF amounting to P65,237.69 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. 			
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 			NOT APPLICABLE			
MFO 4: Social Partnership Promotion (10%)							
1. Tripartism	<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.</p>	100,000		<ul style="list-style-type: none"> 2 new ITCs established – 1 on grains and 1 on HRRM 3 ITCs reactivated – 2 on grains ; 1 on HRRM ; 1 on Private Hospitals and Clinic Conducted the following RTIPC activities: <ul style="list-style-type: none"> ➤ Tripartite Monitoring Labor Standards and DO 18-A organizational meeting 			

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Workers Organization Development Program (WODP)	<ul style="list-style-type: none"> - Tripartite Monitoring FOA - Tripartite Certification committee Social Auditors -Special Tripartite Team - Regional Efficiency and Integrity Board. • 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		<ul style="list-style-type: none"> ➤ Regional Tripartite Monitoring Board regional consultation meeting ➤ Regional Tripartite Monitoring Team in compliance to DO 18-A orientation/organizational meeting ➤ Tripartite Monitoring FOA orientation • 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/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	<ul style="list-style-type: none"> • Submitted to BLES the Job Displacement 	50,000					

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Development (not applicable to DOLE-NCR)	<p>Monitoring System (JDMS) reports 15 days after reference month</p> <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 	(Admin. Cost)		<ul style="list-style-type: none"> January-November (10) monthly termination reports submitted ahead of time 91.67% performance rate achieved on BLES survey 100% utilization rate of allocated 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"> 56 press releases published/disseminated 34 Good News report submitted 19 TV and radio appearances/ interviews 6 Press briefing conducted 			
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 November (11 months) were submitted ahead of time thru the online SPRS 			
6. Financial	<ul style="list-style-type: none"> Funds Utilization 	50,000		<ul style="list-style-type: none"> Funds Utilization 			

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Management	<p>i. Utilized 100% of the allotted funds for priority programs/projects/activities (P/P/A) and commitments of the Department under the PLEP (2011-2016)</p> <p>ii. Submitted monthly Statement of Allotment, Obligations and Allotment (SAOB) report.</p> <p>iii. Submitted Physical and Financial Performance Report of Flash Report to DOLE CO, FMS (for financial report) and PS (for physical report) for consolidation and eventful submission to DBM/OP</p> <p><i>(Monthly-not later than the 5th of the following month)</i></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 <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 ii. Submitted monthly report on the status of following accounts and report of monthly income to DOLE CO, FMS: 			<p>i. 92.00% utilization rate of allotted funds</p> <p>ii. Monthly (Jan-November) SAOB submitted within 5 days after reference month</p> <p>iii. Quarterly (3 Quarters) Financial and Physical reports submitted within 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"> - Account 104 (<i>Petty Cash Fund</i>) - Account 138 (<i>Due from LGUs</i>) - Account 139 (<i>Due from NGOs/POs</i>) - Account 148 (<i>Cash Advance to Officials and Employees</i>) - Report of Income-NG Books <p style="text-align: center;"><i>(Monthly – 1st working day of the following month)</i></p> <p>iii. Complied 100% with COA, DBM and BIR financial accountability reporting system</p> <ul style="list-style-type: none"> - Budget Execution Documents (BEDs) and Budget Accountability Reports (BARs) - Trial Balance - Financial Statements - Report of Disbursements - 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) <p style="text-align: center;"><i>(As scheduled).</i></p>						

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	<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 attended 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 10. Development 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 			

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				Collective Bargaining Implementation – 3 15. Results Based Monitoring and Evaluation Training -1 • 11 vacancies filled-up out of 12 vacant or 91.66%.			
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	<p>a. Documented work processes and submitted the following to DOLE CO, FMS:</p> <ul 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 services <p style="text-align: center;"><i>(End of December)</i></p> <p>b. Implemented/adopted a citizens feedback system/mechanism on the enrolled frontline</p>			<ul style="list-style-type: none"> • Submitted to FMS updated list of work instructions/processes for frontline and support services. • Citizens Feedback System is 100% implemented/complied with. 			

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	services in the DOLE Citizens Charter i. Submitted monthly/quarterly reports to Central Office ii. Provided actions on complaints/feedback <i>(Monthly)</i>						
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