

Annex A

Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
 Regional Office No. IV-B

**OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)**

**RATING SCALE**

<b>4 – Outstanding</b>	- Meeting the success indicators
<b>3 – Very Satisfactory</b>	- 90% to 99% of the success indicators
<b>2 – Satisfactory</b>	- 80% to 89% of the success indicators
<b>1 – Unsatisfactory</b>	- 79% or below the success indicators

I, **MA. ZENaida EUSEBIA A. ANGARA**, OIC-Regional Director, DOLE Regional Office No.IV-B, 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 (3)	Division/ Individuals Accountable (4)	Actual Accomplishments (5)	Self-Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
<b>MFO I. Employment Facilitation and Manpower Development (30%)</b>							
<b>1. Employment Facilitation</b>							
<b>1.1 SPES</b>	<ul style="list-style-type: none"> <li>Provided bridging employment to <u>6000</u> (number) beneficiaries end of December 2013</li> </ul>	P12,000,000.00 (covers 40% salary counterpart, travel, supplies, communication cost)	FOs TSSD for monitoring	Number of students provided with bridging employment based on SPES budget allocation in accordance with policy and procedures			
<b>1.2 Job Fairs in coordination with PESO</b> - National (Labor Day, Kalayaan, DOLE Anniversary) - Regional	<ul style="list-style-type: none"> <li>Registered <u>600</u> applicants (refer to BLE)</li> <li><u>15%</u> HOTS (Hired on the Spot) based on <u>400</u> number of <b>qualified/matched</b> applicants.</li> <li>Posted at the RO website and Phil-JobNet website the Calendar of Job fairs (include date, venue, employers, vacancies) end of every quarter 2013</li> </ul>			HOTS include actual hiring, referred for interview and subsequently hired.			
<b>2. Labor Market Information</b>							
<b>2.1 Enhanced Phil-Jobnet System (with</b>	<ul style="list-style-type: none"> <li>Accredited and Registered <u>200</u> and issued with certification/sticker <b>at the end of 2013</b></li> </ul>	Php 400,000 (covers	FOs TSSD for	25% of the total number of establishments employing 10 and above employees based on the			<b>BLE will fund the certification/sticker in license plate</b>

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SRS and DOLE Data Warehouse Sub-System) in coordination with PESO	<ul style="list-style-type: none"> <li>Issued stickers to 100% of existing PhilJobNet users</li> <li>Registered a minimum of <u>50</u> establishments with Vacancy Postings at the end of 2013</li> <li>Posted/Solicited a minimum of <u>5,000</u> Job Vacancies at the end of 2013</li> <li>Implemented SRS in <u>10</u> LGUs</li> <li>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</li> </ul>	trainings, equipments, supplies, JO salaries and travel costs)	monitoring FOs TSSD for monitoring	<p>2010 NSO Survey at the PhilJobnet System</p> <p>20% of the Total Employment Size</p>			<p>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>
<b>3. Capacity Building of Employment Service Providers</b>							
3.1 Capacity Building for PESO (Please see attached Matrix for RO Targets	<ul style="list-style-type: none"> <li>Conducted advocacy activities in <u>15</u> LGUs with active PESO towards institutionalization at the end of 2013</li> <li>Institutionalized at least <u>5</u> PESOs at the end of 2013</li> <li>Trained PESO managers on the following at the end of 2013: <ul style="list-style-type: none"> <li>SRS implementation for <u>10</u> number of PESOs</li> <li>Basic Employment Services -2 trainings in 25 active PESOs</li> <li>Basic Management Course -1 training in 25 _ number of active PESOs</li> </ul> </li> </ul>	P 414,000.00 (covers training costs, supplies, travel and honoraria for speakers)	TSSD in coordination with the FOs and BLE	<p>minimum of <u>two</u> training to all PESOs/LGUs covered by the 3<sup>rd</sup> wave implementation</p> <p>conducted in at least 50% of 50 active PESOs (PESO Mgrs and staff) at the end of 2013</p> <p>at least 50% of 50 active PESOs (PESO Mgrs and staff)</p>			As per the BEST PESO Training, BLE will download subsidy funds for the regions.
3.2 Career and Employment Coaching/ Guidance Advocacy	<ul style="list-style-type: none"> <li>Strengthened at least <u>1</u> Career Guidance Network (CGN) for secondary schools with minimum of 150 members per Regional NGCs (registered with SEC and MOU forged) end of 2013</li> </ul>	P 250,000.00 (covers training costs, supplies, travel and honoraria for	FOs TSSD for monitoring				

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(Please see attached Matrix for RO Targets  - Labor Education for Graduating Students (LEGS)	<ul style="list-style-type: none"> <li>Maintained <u>5</u> (number) of existing CGN end of 2013</li> <li>Conducted at least <u>60</u> advocacy activities with a minimum of <u>100</u> participants per session using DOLE and TESDA's career guides end of 2013</li> <li>Oriented <u>75%</u> of graduating students in private schools</li> <li>Oriented <u>75%</u> of graduating students in State Universities and Colleges</li> </ul>	speakers)		Actual number of students oriented as ___% of graduating students in private schools (KEGs-related courses )			
<b>4. Efficient Service Delivery</b>							
4.1 Permits and Licenses:  -	<ul style="list-style-type: none"> <li>Processed <u>100%</u> of applications for permits, licenses, certificates, clearances (AEP, PRPA, Contractor/Subcontractor, Working Child Permit, Job Fair)</li> </ul>			Actual number of applications received vis-a-vis actual number of applications processed, issued, cancelled, revoked, renewed within the prescribed process cycle time based on the Citizen's Charter and in accordance with issued guidelines			
<b>5. Capacity Building for Livelihood</b>							
5.1 DOLE Integrated Livelihood Program (DILP)	<ul style="list-style-type: none"> <li>Created <u>1136</u> self-employment (direct beneficiaries) giving priority to 300 poorest municipalities</li> <li>Established <u>3</u> livelihood projects under Youth Entrepreneurship Support (YES)</li> </ul>	P 11,332,000.00 (covers livelihood project grants, training, travel, supplies and communication costs)	FOs TSSD for monitoring	Actual number of beneficiaries			
<b>MFO 2: Labor Standards Enforcement and Dispute Resolution (25%)</b>							
<b>1. Labor Law Compliance</b>							
<ul style="list-style-type: none"> <li>Self Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Achieved <u>100%</u> retrieval rate of SA forms from targeted unionized establishments with certified CBAs</li> <li>Spot-checked <u>100%</u> of SA covered establishment</li> </ul>	P 1,276,000.00 (covers training, travel, communication, supplies)	FOs TSSD for monitoring				

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<ul style="list-style-type: none"> <li><b>Routine Inspection</b></li> </ul>	<ul style="list-style-type: none"> <li>Inspected <b>100% of 800</b> number of establishments</li> <li>Achieved <b>70%</b> compliance rate</li> </ul>			Priority industries: mining, construction, shipbuilding, janitorial and security agencies, <b>malls</b> other subcontracting agencies			
<ul style="list-style-type: none"> <li><b>Complaint Inspection</b></li> </ul>	<ul style="list-style-type: none"> <li>Acted upon 100% of complaints within the prescribed process cycle time</li> <li>Achieved <b>70%</b> settlement rate for non-complying establishments thru SENA</li> </ul>			Actual number of complaints received, actual number of complaints processed within the process cycle time and number of inspections conducted coming from RFAs  Prioritize settlement of complaints through conciliation-mediation; cite monetary benefits and number of workers benefitted			
<ul style="list-style-type: none"> <li><b>Training and Advisory Visits</b></li> </ul>	<ul style="list-style-type: none"> <li>Conducted <b>5</b> (number) of TAV orientation using LHP or CLES Modules to <b>103</b> (number) of participating establishments</li> <li>Achieved <b>80%</b> of compliance rate</li> </ul>						
<b>Incentivizing Labor Laws Compliance Program</b>	<ul style="list-style-type: none"> <li>Enrolled <b>8</b> of target companies per level to work on voluntary compliance</li> <li>Validated <b>5</b> of identified companies per level (Level I,II,III) to work on voluntary compliance</li> <li>Validated <b>2</b> of establishments qualified for Tripartite Seal of Excellence</li> </ul>						
<ul style="list-style-type: none"> <li><b>KAPATIRAN WISE - TAV</b></li> </ul>	<ul style="list-style-type: none"> <li>Implemented the program in <b>2</b> companies identified as Big Brothers</li> <li>Achieved <b>100%</b> compliance with labor standards of Small Brother enterprises end of the year</li> </ul>	P 300,000.00 (covers training, travel, communication costs, and supplies)	FOs TSSD for monitoring  FOs TSSD for monitoring	number of companies and sub-contractors – current and on-going			
<b>Safety and Health Program</b> <ul style="list-style-type: none"> <li><b>Construction Safety</b></li> </ul>	<ul style="list-style-type: none"> <li>Trained <b>5</b> Safety Officers end of the year</li> <li>Conducted <b>5</b> advocacies on OSH, DO 13, DO 18-A</li> </ul>						

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	<ul style="list-style-type: none"> <li>Acted upon <b>100%</b> of submitted CSHP within five-day process cycle time</li> <li>Acted upon 100% of application for safety practitioner accreditation within prescribed cycle time</li> </ul>						
<b>2. Dispute Resolution</b>							
2.1 SpeED	<ul style="list-style-type: none"> <li>Settled at least <b>70%</b> of the total requests handled within the prescribed period</li> <li>Achieved <b>70%</b> settlement rate of cases through SENA by end of December 2013</li> </ul>	P 1,753,000.00 (covers training, travel, communication, supplies)	FOs TSSD for monitoring				
<ul style="list-style-type: none"> <li>SpeED Cases : Labor Standards and Arbitration cases</li> </ul>	<ul style="list-style-type: none"> <li>Disposed <b>98%</b> of handled med-arbitration cases under project SpeED for 2013</li> <li>Disposed 100% of Labor Standards cases filed within 3 months from reference period</li> </ul>						
<b>MFO 3: Social Protection and Welfare (15%)</b>							
<b>1. Family Welfare Program</b>	<ul style="list-style-type: none"> <li>Increase by <b>10%</b> the no. of establishments reached thru DOLE initiated FWP related services/activities</li> <li>Increased <b>2</b> number of program dimensions being implemented at the company level among existing Family Welfare Committees</li> <li>Created/reactivated 8 number of FWCs</li> </ul>	P 300,000.00 (covers travel, advocacies, and project grants)	FOs TSSD for monitoring	# of covered establishments (this year over last year)			
				covered establishments - with 200 employees and above; reactivated: establishments with inactive FWCs)			
<b>2. Implementation of the Social Amelioration Program in the Sugar Industry (in regions where applicable)</b>	<p><b>20% Lien or Cash Bonus Fund Collection</b></p> <ul style="list-style-type: none"> <li>Monitored 100% of cash bonus fund collection</li> <li>Monitored 100% of current Crop Year cash bonus as distributed within the one-month prescribed period.</li> </ul> <p><b>100% Socio-economic Program Related Fund (SEPRF) Collection</b></p> <ul style="list-style-type: none"> <li>Remitted 100% of SEPRF Collection to BWSC within one month from the date of collection</li> </ul>						

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	<b>Maternity and Death Benefit</b> <ul style="list-style-type: none"> <li>Processed 100% of filed claims within 10-days</li> <li>Paid 100% of approved claims within 5-days</li> </ul>						
3. Implementation of Integrated Services for Migratory Sugar Workers (I-SERVE) (in regions where applicable)	<ul style="list-style-type: none"> <li>Provided _____ workers with livelihood assistance</li> </ul>						
<b>MFO 4: Social Partnership Promotion ( 15%)</b>							
1. Tripartism  - Workers Organization Development Program (WODP)	<ul style="list-style-type: none"> <li>Established <u>2</u> no. of ITCs in <u>3</u> number of KEGs end of the year</li> <li>Facilitated the adoption of <u>3</u> Industry Voluntary Codes of Good Practices by the end of <u>December</u> 2013 in the <u>academe, tobacco and security industries</u></li> <li>Conducted <u>2</u> RTIPC activities end of the year</li> <li>Extended <u>5</u> training grants <u>benefitting 5_officer/members covering 5</u> unions/associations</li> <li>Extended <u>5</u> scholarship grants to <u>5</u> members and <u>5</u> dependents covering <u>5</u> unions/associations</li> </ul>	P342,000.00 (covers travel, advocacies, and project grants)	FOs TSSD for monitoring	cite industries  Activities to include the ff: <ul style="list-style-type: none"> <li>Tripartite Monitoring Labor Standards and DO 18-A</li> <li>Tripartite Monitoring FOA</li> <li>Tripartite Certification Committee- Social Auditors</li> <li>Special Tripartite Team (where applicable)</li> <li>Regional Efficiency and Integrity Board</li> </ul>			
2. Involvement/Mobilization among Interagency Committees/	<ul style="list-style-type: none"> <li>Monitored and submitted report to concerned offices within the set deadline on the following: <ul style="list-style-type: none"> <li>➤ Implementation of Child Labor Prevention and</li> </ul> </li> </ul>	5% of MOOE P342,000.00 (covers travel, advocacies,	FOs TSSD for monitoring				

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<b>Mechanisms</b>	Elimination Program <ul style="list-style-type: none"> <li>➤ Implementation of Anti-Illegal Recruitment and Anti-trafficking Program</li> <li>➤ Strike Prevention</li> </ul> <ul style="list-style-type: none"> <li>• Regional Coordinating Committee (RCC)</li> <li>• Established/reactivated Regional Interagency Coordinating and Monitoring Committee</li> </ul>	and project grants					
<b>MFO : Institutional Support (15%)</b>							
1. <b>Support for Policy Development (not applicable to DOLE-NCR)</b>	<ul style="list-style-type: none"> <li>• Submitted to BLES the Job Displacement Monitoring System (JDMS) reports 15 days after reference month</li> <li>• Achieved at least 85% overall performance assessment rating end of December 2013.</li> <li>• Utilized 100% of allocated funds for surveys by end of December 2013 and submitted to BLES all required survey reports per schedule</li> </ul>	P24,000.00 (covers travel, advocacies, and project grants)		<i>Rating shall be based on the BLES Criteria and Computation in the conduct of surveys</i>			
2. <b>Integrity Development Program</b>	<ul style="list-style-type: none"> <li>• Monitored the status of cases filed against officials and employees of the RO and submitted report to HRDS not later than the 5<sup>th</sup> day of the month after the reference quarter</li> </ul>		<b>Regional Office</b>				
3. <b>Strategic Performance Management System</b>	<ul style="list-style-type: none"> <li>• Monitored 100% the preparation and implementation of Individual Performance Commitments and evaluation of the employees' performance based on the guidelines</li> </ul>		<b>Regional Office</b>				
4. <b>Communication Program</b>	<ul style="list-style-type: none"> <li>• Disseminated/ published at least 5 press releases on a monthly basis</li> <li>• Appeared/ guested in TV/radio program at least once a month</li> <li>• Conducted press briefings at least once a month</li> <li>• Submitted a monthly report to LCO on at least 3 program-related good news not later than the EO of the month</li> </ul>		<b>IMSD - LCO</b>				
5. <b>Statistical Performance</b>	<ul style="list-style-type: none"> <li>• Submitted monthly report on the physical accomplishments (thru Online SPRS) not later than the end of the month.</li> </ul>		<b>Regional Office</b>				

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<b>Reporting System (SPRS)</b>							
<b>6. Financial Management</b>	<ul style="list-style-type: none"> <li>• Funds Utilization <ul style="list-style-type: none"> <li>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)</li> <li>ii. Submitted monthly Statement of Allotment, Obligations and Allotment (SAOB) report.</li> </ul> </li> <li>• Funds Accountability <ul style="list-style-type: none"> <li>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"> <li>- Account 148 (<i>Cash Advances to Officials and Employees</i>) by 80% for prior and current years</li> <li>- Account 104 (<i>Petty Cash Fund</i>) by 100%</li> <li>- Account 139 (<i>Due from NGOs/POs</i>) by 80% for prior and current years</li> <li>- Account 138 (<i>Due from LGUs</i>) by 80% for prior and current years</li> </ul> </li> <li>ii. Submitted monthly report on the status of accounts.</li> </ul> </li> <li>• Replied/acted upon 100% of COA recommendations and submitted quarterly status of actions taken on COA annual audit reports.</li> </ul>		<b>MSD</b>	<p><i>Monthly – not later than the 5<sup>th</sup> of the following month</i></p> <p><i>Monthly - 1<sup>st</sup> working day of the following month</i></p> <p><i>Quarterly - within the month following the reference quarter</i></p>			
<b>7. HRD Interventions</b>	<ul style="list-style-type: none"> <li>• Trained the regional staff in the following areas:</li> <li>• Filled up <b>100%</b> of vacant positions</li> <li>• Submitted report on their conduct of training and events based on the synchronized calendar for 2013 to the HRDS on the 5<sup>th</sup> day of July and December 2013</li> </ul>		<b>IMSD</b>	<i>Values/Moral Renewal Seminars/ activities should be included in the capacity building program</i>			
<b>8. Green Our DOLE Program (GODP)</b>	<ul style="list-style-type: none"> <li>• Submitted to AS GODP Plan 2013 end of February 2013</li> <li>• Submitted to AS report on GODP Plan implementation not later than end of the month</li> </ul>		<b>IMSD</b>				
<b>9. Gender and</b>	<ul style="list-style-type: none"> <li>• Submitted to PS Revised GAD Plan 2013 in accordance with</li> </ul>		<b>IMSD</b>				



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<b>Development (GAD)</b>	<p>the ILO PGA Audit findings and GAD Plan for 2013 end of March 2013</p> <ul style="list-style-type: none"> <li>Submitted to PS GAD annual report 1<sup>st</sup> week of December 2013</li> </ul>						
<b>11. DOLE Citizens Charter implementation geared towards ISO certification of systems and procedures</b>	<ul style="list-style-type: none"> <li>Documented work processes end of December 2013: <ul style="list-style-type: none"> <li>Procedures Manual or Manual of Instructions</li> <li>Citizens Charter - for at least one (1) frontline service</li> </ul> </li> <li>Implemented/adopted a citizens feedback system/mechanism on the enrolled frontline services in the DOLE Citizens Charter <ul style="list-style-type: none"> <li>Submitted monthly/quarterly reports to Central Office</li> <li>Provided monthly actions on complaints/feedback</li> </ul> </li> </ul>		<b>IMSD</b>				
<b>OFFICE INITIATIVES ( these should be included in the submission of the monthly OPCR accomplishment report)</b>							
<b>Total Overall Rating</b>							
<b>Final Average Rating</b>							
<b>Adjectival Rating</b>							

Submitted by:		Endorsed by:		Validated by:*	
	Date		Date		Date
MA. ZENaida EUSEBIA A. ANGARA					
OIC-Regional Director		DOLE PMT		DOLE Validation Team	

Recommended by:		Approved by:	
	Date		Date
UNDERSECRETARY 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

Column 8 – Relevant data supporting the validation rating

\*To be accomplished during the Performance Assessment only

} to be filled up during validation stage