



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)
DOLE Regional Office No. VII

R A T I N G	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, **CYRIL L. TICAO**, of **DOLE RO VII**, 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, 2017.

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
CORE INDICATORS						
MFO 2: Employment Facilitation and Capacity Building Services						
Special Program for Employment of Students (SPES)	(14,315) youth-beneficiaries assisted (under Current-Regular funds)	₱ 69,423,000	FOs & TSSD-EWW	16,588 youth-beneficiaries assisted	4	
	5% increase in SPES babies (using FY 2016 baseline) monitored by end of December 2017			165.75% increase in SPES babies (3,242/1,956)		
	1% - 2% increase in SPES graduate of techvoc and colleges monitored by end of December 2017 (using FY 2015 baseline)			770.5% increase in SPES graduate of TechVoc and Colleges (809/105)	2.5	Increase should include baseline data
	70% of surveyed beneficiaries rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)			96% (1,580/1,650) of surveyed beneficiaries rated services as Satisfactory or better	4	
	Utilized 100% of 2017 funds allocated for SPES			Utilized 100% of 2017 funds allocated for SPES	4	
JobStart	(956) youth-beneficiaries enrolled in Life Skills Training (LST)	₱ 6,353,000	BFO/NOFO/TCFO & TSSD-EWW	965 youth-beneficiaries enrolled in LST	4	
	(620) internship pledges from partner employers			1,024 internship pledges from partner employers	4	
	75% placement rate in wage employment monitored by end of December 2017 (total number of LST graduates placed in wage employment by end of the year over the total number of LST graduates)			18.1% Placement Rate (175/965)	2 Preliminary	2017 LST only started in September and will culminate in Mar. 2018
	70% of surveyed clients (beneficiaries and employers) rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries and employers)			82.76% (648/783) of surveyed clients rated services as satisfactory or better	4	
Government Internship Program (GIP) – SPF	(Actual) youth-beneficiaries assisted	₱ 41,175,000	FOs & TSSD-EWW	929 youth-beneficiaries assisted	4	
	70% of surveyed beneficiaries rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)			94%(620/658) of surveyed beneficiaries rated services as satisfactory or better	4	

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Public Employment Service (PES)	(150,000) qualified jobseekers referred for job placement	₱ 433,333.33	FOs and TSSD-EWW	195,614 qualified jobseekers referred for job placement	4	
	80% of qualified job seekers placed			73% (142,219/195,614) of qualified job seekers placed	3	
	(Actual) LGU PESO provided with capacity building activities through trainings/learning sessions			232 LGU PESO provided with capacity building activities through trainings/learning sessions	2	
	70% of surveyed jobseekers rated services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)			85.95% (1,867/2,172) of surveyed jobseekers rated services provided as satisfactory or better	4	
PhilJobNet	80% of registered establishments with complete documentary requirements processed 15 working days after the reference month		FOs and TSSD-EWW	100%(213/213) of registered establishments with complete documentary requirements processed within 15 working days after the reference month	2	
Labor Market Information	(235,000) individuals reached		FOs and TSSD-EWW	339,801 individuals reached	4	
	(2,200) institutions reached			4,000 institutions reached	4	
	70% of surveyed individuals rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)			81.06%(642/792) of surveyed individuals rated services as satisfactory or better	4	
National Skills Registry Program (NSRP)	(Actual) LGUs trained/re-oriented on NSRP (10 LGUs)	₱ 554,057	FOs and TSSD-EWW	139 LGUs trained/re-oriented on NSRP	4	
	(Actual) establishment registered in PEIS (125 per region)			395 establishment registered in PEIS (125 per region)	4	
Trabaho-Negosyo-Kabuhayan (TNK) Caravan Job and Livelihood Fairs	National		FOs and TSSD-EWW			
	<ul style="list-style-type: none"> Conducted Labor Day and Independence Day TNK Caravan Job and Livelihood Fairs 			Conducted Labor Day and Independence Day TNK Caravan Job and Livelihood Fairs	4	
	<ul style="list-style-type: none"> Assessment report on placement submitted within 30 days for local employment, ad 90 days for overseas employment after the conduct of Job Fairs 			Assessment report on placement submitted within 30 days for local employment, and 90 days for overseas employment after the conduct of Job Fairs	3	
Local						
	<ul style="list-style-type: none"> Forged partnership among regional counterparts of DTI, DOLE, and LGUs on the TNK Caravan Job and Livelihood Fair by end of December 2017 and submitted to BLE copy of rolled out localized TNK fifteen (15) working days after the reference quarter by end of December 2017 			Forged partnership among regional counterparts of DTI, DOLE, and LGUs on the TNK Caravan Job and Livelihood Fair by end of June 2017 and submitted to BLE copy of rolled out localized TNK fifteen (15) working days after the reference quarter by end of June 2017	3	

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On Site Job Fair (NHA Convergence Program)	(For NCR, RO3, and RO4A): Conducted on-site job fairs at 18 NHA resettlement sites under NHA Convergence Program on or before 31 May 2017				n/a	
JobsFit Report	(30) stakeholders consulted/participated in the updating of JobsFit Report by end of August 2017	₱ 420,000	FOs and TSSD-EWW	79 stakeholders consulted/participated in the updating of JobsFit Report by end of August 2017	3.5	
Career Guidance Advocacy Program (CGAP)	Regional Career Advocacy Congress conducted by end of September 2017	₱ 106,500	FOs and TSSD-EWW	Regional Career Advocacy Congress conducted on September 27-28, 2017	4	
Capacity Building for PESO Personnel	LMI Analysis, BEST, PESO and SPES IRR					
	<ul style="list-style-type: none"> (85) PESO personnel participated in the capacity-building training on LMI Analysis, BEST, PESO Law IRR, and SPES Law IRR by end of September 2017 		FOs and TSSD-EWW	213 PESO personnel participated in the capacity-building training on LMI Analysis, BEST, PESO Law IRR, and SPES Law IRR by end of September 2017	4	
	PESO Employment Information System (PEIS), PhilJobNet and Talent Mapping					
	<ul style="list-style-type: none"> (110) FOs, PESO personnel, schools, training institutions, and establishments participated in capability-building training / orientation on PEIS, PhilJobNet, and Talent Mapping by end of September 2017 	₱ 100,000	FOs and TSSD-EWW	161FOs, PESO personnel, schools, training institutions, and establishments participated in capability-building training / orientation on PEIS, PhilJobNet, and Talent Mapping by end of September 2017	4	
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)	(5,203) beneficiaries provided with livelihood assistance		FOs and TSSD-EWW	_____ beneficiaries provided with livelihood assistance		
	(Actual number) of DILP beneficiaries are parents of child laborers			37 of DILP beneficiaries are parents of child laborers		
	70% of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)					
	100% of request for assistance of (actual number) beneficiaries provided with emergency employment (TUPAD Regular)	₱ 15,566,000		100% of request for assistance provided with emergency employment (TUPAD regular)		
	100% of request for assistance of (actual number) beneficiaries provided with emergency employment (TUPAD-SPF)	₱ 49,238,284		100% of request for assistance provided with emergency employment (TUPAD-SPF)		
	Utilized 100% of 2017 funds allocated for DILEEP-Kabuhayan by December 2017	₱ 90,210,000		Utilized ____% of 2017 funds allocated for DILEEP-Kabuhayan by December 2017		
	Utilized 100% of 2017 funds allocated for DILEEP-TUPAD-regular by December 2017			Utilized ____% of 2017 funds allocated for DILEEP-TUPAD-regular by December 2017		
	Utilized 100% of 2017 funds allocated for GIP/TUPAD-SPF by December 2017			Utilized ____% of 2017 funds allocated for GIP/TUPAD-SPF by December 2017		4

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K-to-12 DOLE Adjustment Measures Program	(Actual) displaced personnel/beneficiaries assisted		FOs and TSSD-EWW	20 displaced personnel/beneficiaries assisted	4	
	100% of DOLE K to 12 AMP applications processed within prescribed process cycle time (PCT)			100% (20/20) of DOLE K to 12 AMP applications processed within prescribed process cycle time (PCT)	3	
	Conducted at least 5 orientation activities / advocacy / information campaigns per semester and distributed advocacy materials on K-to-12 DOLE AMP			Conducted 6 orientation activities / advocacy / information campaigns per semester and distributed advocacy materials on K-to-12 DOLE AMP	3.3	
Productivity Toolbox	750 MSMEs per RB assisted					
	<ul style="list-style-type: none"> ▪ 220 MSMEs provided with training services <ul style="list-style-type: none"> ○ 50% of MSMEs trained with PIP / Action Plan implemented 				4	
	<ul style="list-style-type: none"> ▪ 50 MSMEs provided with technical assistance on designing/formulation of productivity/ performance-based incentives scheme <ul style="list-style-type: none"> ○ 10% of MSMEs assisted with productivity based pay incentives schemes installed 					
	<ul style="list-style-type: none"> ▪ 480 MSMEs provided with orientation(s) 				4	
	100% of participants who rated training services as satisfactory or better					
	Two Tiered Wage System	Tier 1				
Wage order issued in accordance with RA 6727 and NWPC guidelines, rules and regulations, as necessary					4	
<ul style="list-style-type: none"> ▪ 100% of minimum wage rates above poverty thresholds but not exceeding the average wage levels by 2022 						
2 public hearings/consultations conducted					4	
100% of wage cases (appealed and exemption) resolved within 45 days upon receipt of application						
Tier 2						
Wage advisory issued in accordance with NWPC guidelines, rules and regulations, as necessary						

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MFO 3: Labor Force Welfare Services							
Tripartism (RTIPC)	RTIPC membership expanded to include representatives from at least three (3) sectors from the following: <ul style="list-style-type: none"> ▪ Informal ▪ Public ▪ Women ▪ Youth ▪ Migrant ▪ Other sectors (present in the region) 	₱ 203,000	FOs and TSSD-LRS	Expanded RTIPC membership which included representatives from the sectors: <ul style="list-style-type: none"> ▪ Informal ▪ Public ▪ Women ▪ Youth ▪ Migrant ▪ Other sectors (present in the region) 	4		
At least two (2) Resolutions/Position Papers on labor and employment issues submitted to the NTIPC through the BLR	Two (2) Resolutions/Position Papers of LTCE and BPM to the NTIPC through the BLR			3.8	BPM Resolution not approved by council		
Workers Organization and Development (WODP) Program	WODP Trainings		₱ 401,000	BFO/ CPFO/ NOFO/ TCFO & TSSD - LRS	6 unions and workers' organizations provided with training grants	4	
	<ul style="list-style-type: none"> ▪ (6) unions and workers' organizations provided with training grants 			221 union members / workers' association members participated/covered	4		
	<ul style="list-style-type: none"> ▪ (Actual) number of union members / workers' association members participated/covered 			80%(177/221) of surveyed beneficiaries rated the services as Satisfactory or better	4		
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries) 						
	WODP Scholarships			BFO/ CPFO/ NOFO/ TCFO & TSSD - LRS	(8) individuals provided with scholarship grants	4	
	<ul style="list-style-type: none"> ▪ (8) individuals provided with scholarship grants <ul style="list-style-type: none"> ○ New: (3) ○ Ongoing: (5) 			No scholar graduated during the period	n/a		
	<ul style="list-style-type: none"> ▪ (0) scholars graduated during the period 			100% (8/8) of surveyed beneficiaries rated the services as satisfactory or better	4		
<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated the services as satisfactory or better *include actual figures on the number of surveyed beneficiaries 							
Labor and Employment	LHP, CLES		FOs and TSSD-EWW				

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Education Program	<ul style="list-style-type: none"> ▪ (540) establishments oriented by LHP and CLES <ul style="list-style-type: none"> ○ 100% of requests for provision of LHP and CLES provided ○ ROs may prioritize establishments under regional KEGs and those found with violations/deficiencies ○ (Actual) workers and employers covered by LHP and CLES 		FOs and TSSD-EWW	2,370 establishments oriented by LHP (861) and CLES (1,509) <ul style="list-style-type: none"> ○ 100% of requests for provision of LHP and CLES provided 	4		
				20,365 workers and employers covered by LHP (7,393) and CLES (12,972)	4		
	LEGS				36,839 students covered	4	
	<ul style="list-style-type: none"> ▪ (11,010) number of students covered by LEGS 				160 schools/universities/ colleges/educational institutions reached/covered	4	
	<ul style="list-style-type: none"> ▪ (70) Number of schools/universities/ colleges/educational institutions reached/covered 				70% (14k/20k) of surveyed beneficiaries (for LEES) rated the seminars conducted as satisfactory or better <i>*include actual figures on the number of surveyed beneficiaries</i>	4	
Social Amelioration Program (SAP) (in regions where applicable)	(actual) number of SAP beneficiaries provided with Maternity Benefit		CPFO/NOFO & TSSD-EWW	116 number of SAP beneficiaries provided with Maternity Benefit			
	(actual) number of SAP beneficiaries provided with Death Benefit			95 number of SAP beneficiaries provided with Death Benefit			
	70% of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)			80% (168/210) of surveyed beneficiaries rated the services as satisfactory or better			
Family Welfare Program	100% of assessed establishment (employing 200 and above) in 2016 without FWP provided orientation		FOs and TSSD-EWW	85% of assessed establishment (employing 200 and above) in 2016 without FWP provided orientation			
	(Actual) number of workers covered			43,728 workers covered			
	(Actual number) of establishments by the region with FWP continually provided assistance to ensure sustainability of the FWP and effectiveness of their FWC or similar structures			41 establishments by the region with FWP continually provided assistance to ensure sustainability of the FWP and effectiveness of their FWC or similar structures			
	(Actual) number of workers covered			19,980 workers covered			
	70% of surveyed establishments rated the DOLE assistance as satisfactory.			86.04% (752/874) of surveyed establishments rated the DOLE assistance as satisfactory.			
NRCO Reintegration Services	Livelihood Development Assistance Program (LDAP)						
	(60) workers served (OFW returnees) with livelihood (formation)	₱ 600,000	FOs and NRCO	60 workers served (OFW returnees) with	4		

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	assistance by the end of December 2017		Coordinator	livelihood (formation) assistance by December 15, 2017		
	Balik Pinay! Balik Hanapbuhay! (BPBH)					
	(60) workers served (OFW returnees) with skills training and livelihood assistance by the end of December 2017	₱ 600,000		70 workers served (OFW returnees) with skills training and livelihood assistance by of August 12, 2017	4	
	70% of surveyed beneficiaries rated the services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)			80%(56/70) of surveyed beneficiaries rated the services provided as satisfactory or better		
	Utilized 100% of 2017 budget allocation for BPBH and LDAP			Utilized 100% of 2017 budget allocation for BPBH and LDAP	4	
	Financial Awareness Seminar (FAS) and Small Business Management Training (SBMT)					
	(120) workers served (OFW returnees/families) provided with FAS and SBMT services by end of December 2017	₱ 60,000		171 workers served (OFW returnees/families) provided with FAS and SBMT services by August 25, 2017	4	
	70% of surveyed beneficiaries rated the services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)			85% of (145/171) surveyed beneficiaries rated the services provided as satisfactory or better		
	Byaheng Agri-preneur					
	At least 30 OFW returnees and/ or families oriented on agri business through learning journey as participants in each region by end of December 2017.	₱ 56,250	FOs and NRCO Coordinator	30 OFW returnees/families oriented on agri business through learning journey as participants in each region by end of November 2017.		
	Sa Pinas, Ikaw ang Ma'am/Sir					
	(Actual) Number of OFWs teachers awarded with teaching kits	₱ 280,000		28 OFW teachers awarded with teaching kits	4	
	Reintegration Network Strengthening					
	Published and distributed at least four (4) Quarterly issues of Regional Reintegration Information Bulletin, with the inclusion of a finalized and firmed up directory of the Reintegration Network and the services they provide for returning OFWs and their families		NRCO Coordinator and ORD	Published and distributed four (4) Quarterly issues of Regional Reintegration Information Bulletin, with the inclusion of a finalized and firmed up directory of the Reintegration Network and the services they provide for returning OFWs and their families		
MFO 4: Employment Regulation Services						
Labor Laws Compliance	(4,370) establishments inspected	₱ 11,945,000	FOs and TSSD -	4,987 establishments inspected	4	

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System	<ul style="list-style-type: none"> 100% of registered contractors/sub-contractors based on the list of BWC assessed/inspected 		LRS	<ul style="list-style-type: none"> 100% (3/3) of registered contractors/sub-contractors based on the list of BWC assessed/inspected 	3.2	54/68=79.41%
	<ul style="list-style-type: none"> Number of ongoing construction projects / sites with approved CSHP are assessed/inspected 			<ul style="list-style-type: none"> 128 of ongoing construction projects / sites with approved CSHP are assessed/inspected 	4	
	100% of 2016 pending LOC /SOT or combined LOC/SOT/LS cases disposed by September 2017 thru issuance of Compliance Order/Order of Dismissal			89.55%(120/134) of 2016 pending LOC /SOT or combined LOC/SOT/LS cases disposed by September 2017 thru issuance of Compliance Order/Order of Dismissal	3.5	
	100% of workers under pledges for voluntary regularization validated			84% (440/524) of workers under pledges for voluntary regularization validated	3	
	100% of establishments with deficiencies provided assistance			59.2% of establishments with deficiencies provided assistance	4	
	OSH Investigation:			OSH Investigation:		
	<ul style="list-style-type: none"> 100% of incidents/ reports acted upon within 24 hours upon receipt of information of: imminent danger/ dangerous occurrence/disabling injury/plain view 			100% (26/26) of incidents/ reports acted upon within 24 hours upon receipt of information of: imminent danger/ dangerous occurrence/disabling injury/plain view	4	
	<ul style="list-style-type: none"> Work Stoppage Orders Issued within 24 hours to 100% of establishments where disabling injury occurred/imminent danger exists 			26 Work Stoppage Orders Issued within 24 hours to 100%(26/26) of establishments where disabling injury occurred/imminent danger exists	4	
	Established partnership with LGUs thru orientation(s) on labor laws compliance at least once a month starting August 2017			Established partnership with 108 LGUs thru orientation(s) on labor laws compliance at least once a month starting August 2017		
	Utilized 100% of 2017 budget allocation for LLCS			Utilized 100% of 2017 budget allocation for LLCS		
Dispute Resolution	Single Entry Approach (SEnA) <ul style="list-style-type: none"> 77% of the total request handled settled within 30 days from date of filing (include actual figures in accomplishments) 	₱ 658,000	FOs & TSSD – LRS	65% (2049/3049) of the total request handled settled within 30 days from date of filing		
Dispute Resolution	<ul style="list-style-type: none"> 100% of the total request handled disposed within 30 days (include actual figures in accomplishments) 			94.78%(2980/3049) of the total request handled disposed within 30 days		

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	SpeED Cases: Labor Standards and Arbitration Cases					
	100% of cases are disposed within the PCT (include actual figures in accomplishments)			60%(2,644/4,404) of cases are disposed within the PCT	1	
	<ul style="list-style-type: none"> 100% of pending cases from 2016 disposed according to the work plan (include actual figures in accomplishments) 		FOs & TSSD - LRS	100%(555/555) of pending cases from 2016 disposed according to the work plan	4	
	<ul style="list-style-type: none"> 100% of current cases disposed within the PCT (include actual figures in accomplishments) 			54%(2,089/3,849) of current cases disposed within the PCT	1	
	<ul style="list-style-type: none"> 100% of Labor Standards cases handled disposed within 50 days reckoned from the date of the 1st Mandatory Conference (include actual figures in accomplishments) 			1.2%(32/2,644) of Labor Standards cases handled disposed within 50 days reckoned from the date of the 1 st Mandatory Conference	1	
Efficient Service Delivery/Other Employment Regulation Services	100% of applications for permits, licenses, registration, certificates, and clearances with complete requirements processed within the PCT:		FOs/TSSDs/IMSD/ORD	100% of applications for permits, licenses, registration, certificates, and clearances with complete requirements processed within the PCT:		
	<ul style="list-style-type: none"> Alien Employment Permit (AEP) – within 3 working days upon filing of application for new AEP and within 24 hours for renewal (complete documents) 			within 3 working days upon filing of application for new AEP and within 24 hours for renewal (complete documents)	4	
	<ul style="list-style-type: none"> Private Employment Agency's (PEA) license – within 10 days upon filing of application (complete documents) 			within 10 days upon filing of application (complete documents)	n/a	
	<ul style="list-style-type: none"> Job Fair Clearance / Permit – within 5 working days upon filing of application (complete documents) 			within 5 working days upon filing of application (complete documents)	4	
	<ul style="list-style-type: none"> Authority to Recruit – within 2 working days upon filing of application (complete documents) 			within 2 working days upon filing of application (complete documents)	n/a	
	<ul style="list-style-type: none"> Mechanical Permit and Electrical Certificate <ul style="list-style-type: none"> Permit to operate issued within 15 days upon receipt of proof of payment of fees 			45Permit to operate issued within 15 days upon receipt of proof of payment of fees	4	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Certificate of electrical inspection issued within 15 days upon receipt of proof of payment of fees 			19Certificates of Electrical Inspection issued within 15 days upon receipt of proof of payment of fees	4	
	<ul style="list-style-type: none"> Construction Safety and Health Program – 100% of applications processed within 5 days upon receipt of complete documents 			1,057applications processed within 5 days upon receipt of complete documents 230 approved and 827 concurred as these are DPWH Projects	2.67	86.32% of applications received within PCT, late submission of report, no report for sept-dec
	Efficient Service	<ul style="list-style-type: none"> Safety Practitioner's Accreditation 				

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Delivery/Other Employment Regulation Services						OSHC
	○ 100% of applications processed within 15 days upon receipt of complete documents		FOs/OSHC/IMSD/ ORD		1	
	○ Issued certificate of accreditation to 100% of approved applications within 5 days upon receipt of proof of payment fees				1	
	▪ Registration of Contractors - 100% of applications processed within 5 days upon receipt of complete documents		FOs/OSHC/IMSD/ ORD	100%(30/30) of applications processed within 5 days upon receipt of complete documents	4	
	▪ Working Child Permit – processed within eight (8) hours upon receipt of payment			Working Child Permit– processed within eight (8) hours upon receipt of payment		
NON-CORE INDICATORS						
SUPPORT TO OPERATIONS						
Monitoring of Programs	Talent Mapping: (705) individuals assessed		FOs/TSSD- EWW/IMSD	2,517 individuals assessed	4	Based on SFI data
	SPES: Utilized 100% of 2016 Continuing Funds for SPES by December 2017 benefitting (actual) beneficiaries			Utilized 100% of 2016 Continuing Funds for SPES by December 2017 benefitting 2,163 beneficiaries	4	
	JobStart: Utilized 100% of 2016 Continuing Funds for JobStart by December 2017 benefitting (actual) beneficiaries			Utilized 49% of 2016 Continuing Funds for JobStart by December 2017 benefitting 568 beneficiaries	n/a	
	PESO: Utilized 100% of 2016 Continuing Funds for PESO by December 2017 benefitting (actual) beneficiaries			Utilized 94% of 2016 Continuing Funds for PESO by December 2017 benefitting 21,239 beneficiaries	4	
	DILEEP-Kabuhayan-regular: Utilized 100% of 2016 Continuing Funds for DILEEP-Kabuhayan-regular by December 2017 benefitting (actual) beneficiaries			Utilized 9% of 2016 Continuing Funds for DILEEP- Kabuhayan - Regular by December 2017 benefitting 3,684 beneficiaries	3	
	GIP/TUPAD-SPF: Utilized 100% of 2016 Continuing funds for GIP/TUPAD-SPF by December 2017 benefitting (actual-GIP & TUPAD) beneficiaries			Utilized 40% of 2016 Continuing funds for GIP/TUPAD-SPF by December 2017 benefitting 1,081 beneficiaries	3.8	
	DOLE K to 12 AMP: Utilized 100% of 2016 Continuing Funds for DOLE K to 12 AMP by December 2017 benefitting (actual) beneficiaries			Utilized 75% of 2016 Continuing Funds for DOLE K to 12 AMP by December 2017 benefitting 20 beneficiaries		
	WODP: Utilized 100% of 2016 Continuing Funds for WODP by December 2017 benefitting (actual) beneficiaries		FOs/TSSD- LRS/IMSD	Utilized 100% of 2016 Continuing Funds for WODP by March 2017 benefitting 5 beneficiaries		

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	BPBH/LDAP: Utilized 100% of 2016 Continuing Funds for BPBH/LDAP by December 2017 benefitting (actual) beneficiaries		FOs/NRCO/IMSD	Utilized 100% of 2016 Continuing Funds for BPBH/LDAP by December 15, 2017 benefitting 130 beneficiaries		
	100% of reportorial requirements submitted to BLE within prescribed period		FOs/TSSD- EWW/IMSD	Submitted to BLE 95% of reportorial requirements within prescribed period	3.68	
	100% of reportorial requirements submitted to BWSC within prescribed period			Submitted to BWSC 95% of reportorial requirements within prescribed period		
	100% of reportorial requirements submitted to NRCO within prescribed period		FOs/NRCO/IMSD	Submitted to NRCO 100% of reportorial requirements within prescribed period		
	100% of reportorial requirements submitted to BWC within prescribed period		FOs/TSSD- LRS/IMSD	Submitted to BWC 100% of reportorial requirements within prescribed period		
	100% of reportorial requirements submitted to BLR within prescribed period			Submitted to BLR 90% of reportorial requirements within prescribed period		
	SEnA: 100% of reportorial requirements submitted to SEnA Secretariat within prescribed period			Submitted to SEnA Secretariat 100% of reportorial requirements within prescribed period		
Communication Program	Submitted a copy of approved Communication Program to IPS for January to December 2017 by 31 March 2017		PIO	Submitted a copy of approved Communication Program to IPS for January to December 2017 on January 23, 2017		
	Submitted to IPS at least three (3) good news at the end of the month		FOs and PIO	Submitted to IPS 70 good news – an average of 5 Good News per Month		
	Disseminated at least 3 press releases every month in quad media			Disseminated 108 press releases – an average of 9 per month		
	Attended to 100% of requests for TV appearance/radio guesting			Attended to 100% (29/29) of requests for TV appearance/radio guesting		
	Conducted at least 6 press briefings in a year			Conducted 20 press briefings during the year		
	Submitted to IPS at least one (1) AVP on success stories of programs on or before 30 October 2017			Submitted to IPS one (1) AVP on success stories of programs on October 18, 2017		
Statistical Performance Reporting System (SPRS)	Submitted through DPX the SPRS monthly report with provincial breakdown within 10 working days after the reference month, starting July 2017 accomplishments		FOs, TSSDs, Statistician and PO	Submitted through DPX the SPRS monthly report with provincial breakdown within 10 working days after the reference month, starting July 2017 accomplishments		
Gender and Development (GAD)	Utilized at least 5% of total budget for GAD activities	₱ 200,000		Utilized 100% of total budget for GAD activities		
	Submitted to PCW through GMMS the 2019 GAD Plan and Budget (GPB) by end of December 2017		PO	Submitted to PCW through GMMS the 2019 GAD Plan and Budget (GPB) on January 23, 2018		

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
	Submitted to PS the 2017 GAD Annual Report not later than 15 January 2018			Submitted to PS the 2017 GAD Annual Report on January 19, 2018.		
Implementation of Quality Management System (QMS) aligned with International Organization for Standardization (ISO) Standards or Continuing ISO certification of Process/es and System/s	QMS Manual aligned to ISO 9001:2015 Certification, or implemented ISO 9001:2015 – and submitted reports to FMS not later than the 15 TH day of the month after the reference quarter	₱ 360,000	QMS Core Team	QMS Manual aligned to ISO 9001:2015 Certification, or implemented ISO 9001:2015 – and submitted reports to FMS not later than the 15 TH day of the month after the reference quarter		
Citizens Charter/Anti-Red Tape Act (ARTA) Implementation	Copy furnished the HRDS on action taken on complaints/ requests for assistance coursed through the Hotline 8888, CSC Contact Center ng Bayan and Office of the Secretary within 72 hours upon receipt of referral.		FOs and PIO	Copy furnished the HRDS on action taken on complaints/ requests for assistance coursed through the Hotline 8888, CSC Contact Center ng Bayan and Office of the Secretary within 72 hours upon receipt of referral.		
	Submitted Monitoring Report on action taken on complaints/requests for assistance coursed through the Hotline 8888, Contact Center ng Bayan and Presidential Complaint Center on or before the 5 th day after the reference month			Submitted Monitoring Report on action taken on complaints/requests for assistance coursed through the Hotline 8888, Contact Center ng Bayan and Presidential Complaint Center on or before the 5 th day after the reference month		
	Achieved at least 70% of client satisfaction rating of Very Satisfactory on Quality of Services and Quality of Facilities			Achieved at least 70% of client satisfaction rating of Very Satisfactory on Quality of Services and Quality of Facilities		
	Acted upon 100% of client satisfaction feedback/complaints/recommendations within 3 working days upon receipt			Acted upon 100% of client satisfaction feedback/complaints/recommendations within 3 working days upon receipt		
GENERAL ADMINISTRATION AND SUPPORT SERVICES						
Integrity Development Program	Submitted the latest status of complaints and cases (administrative, civil and criminal) against the officials and employees of the office filed or pending before the DOLE offices, regular courts and other quasi-judicial bodies to the LS not later than the 5 th day of the month after the end of reference quarter		RACC	Submitted on time 1 st and 2 nd Quarter Reports but submitted 3 rd and last Quarter Reports beyond required deadline		
	Submitted 100% of 2016 SALN to HRDS not later than 31 March 2017		DOLE 7 Employees/HRMO/IM SD	Submitted on March 28, 2017		
Strategic Performance Management System (SPMS)	Submitted to PS the 2017 OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary thru the			Submitted to PS the 2017 OPCR within 10 working days from receipt of the approved		

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
	Cluster Head			template for endorsement to the Secretary thru the Cluster Head		
	Submitted to PS the 2017 Reformulated OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary thru the Cluster Head			Submitted to PS the 2017 Reformulated OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary thru the Cluster Head		
	Submitted to PS through DPX the PDF copy of signed OPCR with accomplishments as of 1 st semester by July 15, 2017			Submitted to PS through DPX the PDF copy of signed OPCR with accomplishments as of 1 st semester by July 15, 2017		
	Submitted to PS through DPX the PDF copy of signed annual OPCR with accomplishments by January 8, 2018			Submitted to PS through DPX the PDF copy of signed annual OPCR with accomplishments by January 23, 2018		
	Submitted to HRDS summary of IPCR ratings within 30 calendar days upon receipt of approved OPCR ratings (covers accomplishment in the previous year)		HRMO and IMSD	Submitted to HRDS summary of IPCR ratings within 30 calendar days upon receipt of approved OPCR ratings (covers accomplishment in the previous year)		
Performance Evaluation for Third Level Officials	Complied with the Career Executive Service Performance Evaluation System (CESPES) within the deadline set by the Career Executive Service Board (CESB)		ORD and IMSD	For compliance		
Financial Management	Funds Utilization		FOs and IMSD			
	Budget Utilization Rate (BUR) ▪ Utilized the allotted funds to wit: 1 ST quarter: 20% 2 ND quarter: 30% 3 RD quarter: 25% 4 TH quarter: 25% <i>Obligation Rate = $\frac{\text{Obligation}}{\text{Allotment}}$</i>			Budget Utilization Rate (BUR) ▪ Utilized the allotted funds to wit: 1 ST quarter: 19% 2 ND quarter: 30% 3 RD quarter: 8% 4 TH quarter: <i>Obligation Rate =</i>		
	Funds Accountability		IMSD			
	Submitted to FMS (not later than the 15 th day of the following month after the reference quarter) the Quarterly Report on the following: 1) Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (SAAODB) using the FAR No. 1 template 2) Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (SAAODB) by Object of Expenditure using the FAR No. 1-A template		Budget Officer/IMSD	April 10, 2017 April 10, 2017		

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
	Submitted the following 2018 Budget Preparation (BP) forms to FMS 5 TH day prior to the schedule of submission to DBM:		Budget Officer/IMSD			
	1. BP Form C – Summary of RDC inputs and recommendations on Agency New and Expanded Programs and Projects			March 3, 2017		
	2. BP Form D – Report of CSOs' Inputs on Ongoing and New Spending Projects and Activities			Not Applicable		
	3. BP Form 100 – Statement of Revenues			January 30, 2017		
	4. BP Form 100-A – Statement of Revenues and Expenditures – Special Account in the General Fund			January 30, 2017		
	5. BP Form 100-B – Statement of Other Receipts / Expenditures			January 30, 2017		
	6. BP Form 100-C – Statement of Donations and Grants			January 30, 2017		
	7. BP Form 200 – Comparison of Appropriations and Obligations					
	8. BP Form 201 – Summary of Obligations and Proposed Programs / Projects			January 31, 2017		
	9. BP Form 201 A – Obligations for Personnel Services			February 21, 2017		
	10. BP Form 201 A-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for PS			February 21, 2017		
	11. BP Form 201 B – Obligations for Maintenance and Other Operating Expenses (MOOE)			February 21, 2017		
	12. BP Form 201 B-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for MOOE			February 21, 2017		
	13. BP Form 201 C – Obligations for Financial Expenses (FINEX)			Not Applicable		
	14. BP Form 201 C-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for FINEX			Not Applicable		
	15. BP Form 201 D – Obligations for Capital Outlay (CO)			February 21, 2017		
	16. BP Form 201 D-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for CO			February 21, 2017		
	17. BP 201-E – Program Expenditure Plan			Not Applicable		
	18. BP Form 201-F – Climate Change Expenditure			Not Applicable		
	19. BP Form 202 – Profile and Requirements of Locally-Funded Projects			Not Applicable		
	20. BP Form 300 – Proposed Special Provisions		Not Applicable			
	21. BP Form B – Agency Performance Measures (2016-17)		Budget Officer/IMSD	March 3, 2017		
	22. BP Form B-1 – Agency Performance Measures (2018)		Budget Officer/IMSD	March 3, 2017		

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
Financial Accountability of Selected Accounts	Liquidated/settled cash advances within the prescribed period and submitted the following accounts to IAS not later than the 10th day of the month following the reference quarter: 1) Advances to Officers and Employees 2) Advances for Operating Expenses (if applicable) 3) Advances to Special Disbursing Officers (if applicable) 4) Advances for Payroll		Employees/FOs/IMSD	April 17, 2017 July 24, 2017 October 23, 2017	3.50	
	Submitted quarterly report on the recording of Sugar Amelioration Program (SAP) fund transfers to IAS not later than the 10th day of the month following the reference quarter		SDO and TSSD-EWW	April 5, 2017 July 5, 2017 October 3, 2017 January 4, 2017	4	
	Submitted to IAS report on the Provision of Allowance for Impairment on Receivable – End of December		IMSD		4	
Compliance to COA Observations	Submitted quarterly Report of Actions Taken on 100% Compliance to COA Recommendations to IAS not later than the 10th day of the month following the reference quarter		FOs and IMSD	April 21, 2017 July 3, 2017 October 5, 2017 January 10, 2018	3.5	
Streamlining of Key Frontline Processes/ Accomplishments of DOLE-CO, ROs, POLOs and Attached Agencies	Submitted accomplishment report in the delivery of the Key Frontline Services within 72 hours – not later than the 10th day of the month		FOs/Statistician/PO	Submitted accomplishment report in the delivery of the Key Frontline Services within 72 hours – not later than the 10th day of the month.	3.6	
DOLE Freedom of Information	Submitted to IAS quarterly report on the compliance to Freedom of Information (FOI) on the following dates: • 25 April • 25 July • 25 October • 25 January		Records Officer/IMSD	22 March 2017 23 June 2017 25 September 2017 3 January 2018	4.0	
HRD Interventions	Recruitment and Selection		PSB and IMSD			
	Submitted to HRDS recommendations for appointment of at least 50% of vacant positions with complete documentary requirements: 1. 1 st Semester: as of March 2017 by the end of June 2017 2. 2 nd Semester: as of August 2017 by end of November 2017		HRMO/IMSD	Submitted to HRDS recommendations for appointment of at least 50% of vacant positions with complete documentary requirements: 1. 1 st Semester: as of March 2017 by the end of June 2017 2. Vacant positions for the 2 nd Semester has yet to be filed-up		

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	Submitted to HRDS report on filling up of vacancies and validated/invalidated appointments five (5) days after the reference quarter			Submitted to HRDS 1 st Semester Report on time but 3 rd and 4 th Quarter Reports submitted beyond deadline.		
	Submitted to HRDS quarterly status report on CSC PRIME HRM on the following schedule: 1. 1 ST Quarter: 07 April 2017 2. 2 ND Quarter: 07 July 2017 3. 3 RD Quarter: 06 October 2017 4. October to November: 07 December 2017			Submitted Quarterly Status Reports on time except for the 3 rd Quarter		
	Capacity-Building of Staff		IMSD			
	Trained/provided training opportunities to at least 80% of staff by end of the year and submitted quarterly report to HRDS on the trainings (grouped into: <u>prescribed</u> (60%) and <u>optional</u> trainings (20%)) attended by staff 5 days after the reference quarter.		HRMO/IMSD	Trained/provided training opportunities to 90% of staff before December 31, 2017 and submitted on time Quarterly Reports to HRDS on the trainings (grouped into: <u>prescribed</u> (60%) and <u>optional</u> trainings (20%)) attended by staff		
	Submitted to HRDS monitoring/progress report on the interventions provided to Management Succession Program (MSP) beneficiaries 5 days after the reference quarter.		HRMO	Has not submitted to HRDS monitoring/progress report on the interventions provided to Management Succession Program (MSP) beneficiaries 5 days after the reference quarter.		
Green Our DOLE Program	100% accomplishment of GODP Plan		FOs and IMSD	100% accomplishment of GODP Plan	4	
Transparency Seal Compliance	100% compliance with Transparency Seal requirements in accordance with 2017 General Appropriations Act (GAA), IATF Memorandum Circular 2015-1, and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority: GAA 2017 1. Agency's mandates and functions, names of its officials with their position and designation, and contact information 2. Approved budgets and corresponding targets immediately upon approval of 2017 GAA 3. Modification made pursuant to the general and special provisions in GAA 2017 4. Annual Procurement plan/s and contracts awarded with the winning supplier, contractor or consultant 5. Major programs and projects categorized in accordance with the five key results areas under E.O. No. 43, s. 2011 and their target beneficiaries		IMSD	100% compliance with Transparency Seal requirements in accordance with 2017 General Appropriations Act (GAA), IATF Memorandum Circular 2015-1, and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority		

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
	<p>6. Status of implementation, evaluation and/or assessment reports of said programs or projects</p> <p>7. Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014</p> <p>8. Annual Reports on the status of income authorized by law to be retained and/or used and be deposited outside of the National Treasury, which shall include the legal basis for its retention and/or use, the beginning balance, income collected and its sources, expenditures, and ending balance for the preceding fiscal year</p> <p>IATF MC 2015-1 dated 12 August 2015</p> <p>9. System of Ranking Delivery Units and Individuals</p> <p>10. Quality Management System Certified by international certifying body or Agency Operations Manual</p> <p>Additional Transparency Seal Information</p> <p>11. Status of Cases (if applicable), as required under Administrative Order No. 340, s. 2013:</p> <p>a) Pending Cases</p> <p>b) Released Decision</p> <p>c) Cases with Entry Judgment</p> <p>12. Net Worth of Officials, as required under CSC Republic Act No. 6713</p> <p>13. COA Annual Audit Report</p>		<p>HRMO/IMSD QMS Core Team</p> <p>Records Officer/IMSD</p> <p>HRMO/IMSD</p> <p>Regional Accountant/IMSD</p>			
Preventive Maintenance (PM) on DOLE IT Equipment	Submitted to PS the Inventory of ICT Resources per prescribed format within 4 th week of <u>March 2017</u>		IMSD	Submitted to PS the Inventory of ICT Resources per prescribed format on <u>March 31, 2017</u>		
	Submitted to PS the Preventive Assessment Report within October 2017			Submitted to PS the Preventive Assessment Report within October 2017		
	Submitted to PS the Report on Compliance with PM Assessment Recommendations within prescribed period			Submitted to PS the Report on Compliance with PM Assessment Recommendations within prescribed period		
Property, Plant and Equipment Monitoring	Submitted to AS the Report on Actual Physical Count of Property, Plant and Equipment (RPCPPE) for CY 2016 in soft copy (MS Excel					

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	spreadsheet file) to procure100@gmail.com after completion of physical stock taking and the accomplished printed copy of the RPCPPE not later than the end of March 2017			March 31, 2017		
Total Overall Rating:						
Final Average Rating:						
Adjectival Rating:						

Submitted by:		Endorsed by:		Validated by:		Recommended by:	
	Date		Date		Date		Date
ENGR. CYRIL L. TICAO	9/28/17	UNDERSECRETARY CIRIACO A. LAGUNZAD III				UNDERSECRETARY BERNARD P. OLALIA	
OIC - Regional Director		Chairperson-DOLE PMT		DOLE Validation Team		Cluster Head	

Approved by:
COMMENTS/OBSERVATIONS:
<p style="text-align: center;"><u>SILVESTRE H. BELLO III</u></p>

Secretary

Date