



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

DOLE-QF-MP-01.01
Revision No. 03
Effectivity Date: 12 March 2019



Certificate Number: AJA15-0048

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)
OFFICE: DOLE Regional Office IV-A

I, **HENRY JOHN S. JALBUENA**, Head of the **DOLE RO IV-A**, 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 2020.



HENRY JOHN S. JALBUENA
Regional Director

Date: March 23, 2020

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

5-Outstanding
4-Very Satisfactory
3-Satisfactory
2-Unsatisfactory
1-Poor

Organizational Outcome/PAPs (1)	Success Indicator (Target + Measure) (2)	Allotted Budget (3)	Division/Individuals Accountable (4)	Actual Accomplishments (5)	Rating				Remarks (10)
					Q ¹ (6)	Q ² (7)	T ³ (8)	A ⁴ (9)	
CORE INDICATORS									
OUTCOME 1: EMPLOYABILITY OF WORKERS AND COMPETITIVENESS OF MSMEs ENHANCED	1% increase in SPES beneficiaries graduated from Senior High School, Tech-Voc, and College Courses (2019 baseline)		TSSD E/W POs						
	70% placement rate of youth assisted under JobStart Philippines		TSSD E/W CPO LPO						
	82% placement rate of qualified jobseekers		TSSD E/W POs						
EMPLOYMENT FACILITATION									
Youth Employability	1. <u>5,284</u> youth assisted		TSSD E/W POs						
Special Program for Employment of Students (SPES)	• 5,199 youth assisted through SPES	39,980,000	TSSD E/W POs						
JobStart	• 85 JobStart Life Skills Training (LST) enrollees		TSSD E/W CPO LPO						
Job Search Assistance									
Public Employment Service (PES)	2. <u>276,460</u> qualified jobseekers referred for job placement	1,937,000	TSSD E/W POs						
Labor Market Information	3. <u>425,800</u> individuals reached		TSSD E/W POs						
National Skills Registry Program (NSRP)	4. <u>6</u> LGUs trained/re-oriented on NSRP by end of December 2020		TSSD E/W POs						
Enterprise Productivity Improvement									
Productivity Training	5. 750 MSMEs provided with training/		RTWPB IV-A						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
Program	orientation services								
	• 520 MSMEs provided with orientation		RTWPB IV-A						
	• 230 MSMEs provided with training services		RTWPB IV-A						
	– 50% of MSMEs trained with PIP/ Action Plan		RTWPB IV-A						
	6. 50 MSMEs provided with technical assistance on designing/formulation of productivity/performance-based incentives scheme		RTWPB IV-A						
	• 18% of MSMEs assisted with PBIS installed but not less than 9 MSMEs		RTWPB IV-A						
OUTCOME 2: PROTECTION OF WORKERS' RIGHTS AND MAINTENANCE OF INDUSTRIAL PEACE ENSURED	70% compliance rate (All Industries)		TSSD LRLS POs						
	70% settlement rate (SEnA)		TSSD LRLS POs						
	Enforcement rates of decisions/orders on:								
	• 90% - Certification election, and		MALSU POs						
	• 50% - Labor standards cases		TSSD LRLS MALSU						
EMPLOYMENT PRESERVATION AND REGULATION									
Labor Law Compliance		42,766,000							
Labor Inspection Program	7. <u>7,792</u> establishments inspected		TSSD LRLS POs						
Workers Organizations Development and Empowerment		2,271,000							
Registration	8. New applications for registration processed/ uploaded in OURS with "Released" status		TSSD LRLS POs						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
Workers Organization and Development (WODP) Program									
WODP Trainings	9. <u>125</u> number of union members/workers' association members participated (workers served) in the trainings that adopted topic on contracting, SOT, inspection, OSH using the prescribed module		TSSD LRLS POs						
WODP Scholarships	10. <u>7</u> individuals provided with scholarship grants (workers served) -New: <u>2</u> -Ongoing: <u>5</u>		TSSD LRLS POs						
Labor and Employment Education Program	11. <u>10,638</u> workers and employers covered by LEES (workers served)		TSSD LRLS POs						
	12. <u>18,000</u> number of students covered by LEES (workers served)		TSSD LRLS POs						
Tripartism and Social Dialogue									
Tripartism and Social Dialogue	13. At least two (2) Resolutions/Position Papers on labor and employment issues submitted to the NTIPC through the BLR		TSSD LRLS POs						
	14. RTMB Reports submitted to the NTIPC-MB through the BLR		TSSD LRLS POs						
Case Management		675,000							
Single Entry Approach (SEnA)	15. 70% of the total requests handled settled within process cycle time (PCT) (include actual figures in accomplishments)		TSSD LRLS POs						
SpeED Cases: Labor Standards	16. 100% of cases are disposed within PCT		TSSD LRLS POs						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
SpeED Cases: Inter-Intra Unions Cases	17. 100% of cases are disposed within the PCT (include actual figures in accomplishments)		MALSU POs						
	18. National Consultation participated in by ALL Mediator-Arbiters and Quarterly Consultative Meetings participated in by concerned Mediator-Arbiters		MALSU						
OUTCOME 3: SOCIAL PROTECTION FOR VULNERABLE WORKERS STRENGTHENED	10% of livelihood projects still operational after two (2) years of grant		TSSD E/W POs						
WORKERS PROTECTION AND WELFARE									
Livelihood and Emergency Employment									
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)									
DOLE Integrated Livelihood Program (DILP)	19. 2,027 beneficiaries provided with livelihood assistance	42,226,000	TSSD E/W POs						
	20. 20% (405) of 2,027 DILP beneficiaries are parents of child laborers		TSSD E/W POs						
Government Internship Program	21. (Actual) beneficiaries assisted (beneficiaries served) (GIP)		TSSD E/W POs						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
(GIP)/Tulong Panghanapbuhay sa Ating Disadvantaged Workers Program (TUPAD)	22. (Actual) beneficiaries provided with temporary wage employment (beneficiaries served) (TUPAD)		TSSD E/W POs						
K-to-12 DOLE Adjustment Measures Program	23. 100% of displaced teaching and non-teaching personnel with request assisted within the process cycle time (PCT) (3 days upon receipt of complete documents) (beneficiaries served)		TSSD E/W POs						
Welfare Services									
Social Amelioration Program (SAP) (in regions where applicable)	24. 100% of Maternity Benefit Claims processed and released within the prescribed process cycle time (PCT) (include actual figures in accomplishments)		TSSD E/W BPO						
	25. 100% of Death Benefit Claims processed and released within the prescribed process cycle time (PCT) (include actual figures in accomplishments)		TSSD E/W BPO						
Family Welfare Program	26. (Actual) Number of establishments habitually employing more than 200 workers inspected by DOLE-Labor Inspectors assisted in setting up Family Welfare Committees (FWCs)	5,310,000	TSSD E/W POs						
	- (Actual) number of workers of establishments habitually employing more than 200 workers inspected by DOLE-Labor Inspectors assisted in setting up Family Welfare Committees		TSSD E/W POs						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
	(FWCs) (beneficiaries served)								
	27. (Actual) number of targeted establishments with FWP assisted to enhance and/or strengthen the FWP implementation		TSSD E/W POs						
	- (Actual) number of workers in establishments with FWP enhanced or strengthened (beneficiaries served)		TSSD E/W POs						
Child Labor Prevention and Elimination Program	28. 14,509 child laborers profiled		TSSD E/W POs						
	29. 100% of profiled child laborers referred for services		TSSD E/W POs						
Wage Regulatory Program									
Two Tiered Wage System (Tier 1)	Tier 1								
	30. Wage Order issued in accordance with RA 6727 and NWPC guidelines, rules and regulations, as necessary		RTWPB IV-A						
	▪ 95% of minimum wage rates above 2015 poverty thresholds but not exceeding the average wage levels		RTWPB IV-A						
	31. 98% of application for exemption resolved within 45 days upon receipt		RTWPB IV-A						
	Tier 2								
	32. Wage Advisory issued in accordance with RA 6727 and NWPC guidelines, rules and regulations, as necessary		RTWPB IV-A						
T3K	33. 15,000 Clients reached thru advocacy services		RTWPB IV-A						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
NON-CORE INDICATORS									
SUPPORT TO OPERATIONS									
Monitoring of Programs	1. 90% disbursement of 2020 funds allocated		POs, IMSD TSSD E/W TSSD LRLS						
	2. GAD: Utilized at least 5% of total budget for GAD activities by end of December 2020		GAD Focal IMSD (Budget/Planning) POs						
	3. 100% of reportorial requirements submitted to BLE within prescribed period		TSSD E/W POs						
	4. 100% of reportorial requirements submitted to BWC within the prescribed period based on 2018 Monitoring of Report requirements for ROs to include the following reports: Registration of Contractors, and Semi-annual report, CSHP, Report on Regularization of Workers, SpeEd Report, TSI, Mechanical and Electrical Plans and Applications, Work-Alert, 13th Month Pay, FWA to include Telecommuting		TSSD LRLS POs						
	5. 100% of BLR Monitoring Forms (DOLE QF-COP-03.02 up to DOLE-QF-CO-03.09) submitted to BLR within 7 working days following the reference month		TSSD LRLS MALSU POs						
	6. 100% of reportorial requirements submitted to BWSC within prescribed period		TSSD E/W POs						
	7. JDMS: Submitted to BLE monthly Job Displacement Monitoring System		TSSD E/W POs						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
	(JDMS) report on or before 15 days after the reference month								
	8. SEnA: 100% of the following reportorial requirements submitted to SEnA Secretariat on or before the 10th day of the reference month : 1. SEnA database 2. Statistical Monthly Summary of SEnA RFAs 3. Cumulative Report of SEnA RFAs		TSSD LRLS POs						
Communication Program	9. Submitted to IPS a copy of approved Communication Plan of the RO for January to December 2020 by 31 March 2020		LCO Focal						
	10. Submitted to IPS at least three (3) Good News Stories by end of each month		LCO Focal POs						
	11. Disseminated 3 press releases by the end of each month in quad media		LCO Focal POs						
	12. Attended to 100% of requests for TV appearance/radio guesting		LCO Focal POs						
	13. Conducted at least 4 press briefings within the year		LCO Focal POs						
	14. Submitted to IPS at least one (1) AVP on documenting success stories of DOLE –implemented programs on or before 30 October 2020		LCO Focal						
Statistical Performance Reporting System (SPRS)	15. Submitted through DPX the SPRS monthly report with provincial breakdown within 10 working days after the reference month		IMSD (Planning) TSSD E/W TSSD LRLS POs						
Gender and Development (GAD)	16. Submitted to PS the 2020 GAD Annual Report within 5 working days after		GAD Focal IMSD						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
	the reference period		(Budget/Planning) POs						
Implementation of Quality Management System (QMS) aligned with International Organization for Standardization (ISO) Standards or Continuing ISO certification of Process/es and System/s	17. Sustained and enhanced the ISO 9001:2015 QMS and submitted reports on continual improvement activities and initiatives to FMS on or before the 15th day of the month following the reference quarter.		RO (All Division) POs QMS Team						
Citizens Charter/Anti-Red Tape Act (ARTA) Implementation/88 88 Hotline	18. Copy furnished immediately the HRDS on direct feedback/action taken on complaint/requests for assistance to clients coursed through the Hotline 8888, CSC Contact Center ng Bayan and Office of the Secretary to meet the required 72-hour response time. <i>Note: 72-hour response time starts with the receipt and referral of complaint/request by HRDS until the encoding of submitted action taken by concerned office</i>		POs TSSD E/W TSSD LRLS IMSD (Personnel)						
	19. Achieved no less than 75% client satisfaction rating of at least Very Satisfactory on Quality of Services and Quality of Facilities and submitted reports to FMS on or before the 15th day of the month following the reference month.		POs TSSD E/W TSSD LRLS IMSD (Personnel)						
GENERAL ADMINISTRATION AND SUPPORT SERVICES									
Strategic Performance Management System (SPMS)	20. Submitted to PS the 2020 OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary through the Cluster Head		IMSD (Planning)						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks												
					Q ¹	Q ²	T ³	A ⁴													
	21. Submitted to PS the 2020 Reformulated OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary through the Cluster Head		IMSD (Planning)																		
	22. Submitted to PS through the PS official email, or in print/hard copy, the signed 2020 OPCR with accomplishments as of 1 st semester within 15 working days after the reference period		IMSD (Planning)																		
	23. Submitted to PS through the PS official email, or in print/hard copy, the signed 2020 OPCR with accomplishments within 15 working days after the reference period.		IMSD (Planning)																		
	24. Submitted to HRDS summary of IPCR ratings within 30 calendar days upon receipt of approved OPCR ratings (covers accomplishment in the previous year)		IMSD (Personnel/Planning)																		
Financial Management	<p>25. Funds Utilization</p> <table border="1" data-bbox="398 1086 775 1289"> <thead> <tr> <th></th> <th>Obligation Rate</th> <th>Semestral Rate</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>15%</td> <td rowspan="2">50%</td> </tr> <tr> <td>Q2</td> <td>50%</td> </tr> <tr> <td>Q3</td> <td>85%</td> <td rowspan="2">100%</td> </tr> <tr> <td>Q4</td> <td>100%</td> </tr> </tbody> </table> <p><i>Obligation Rate = $\frac{\text{Obligation}}{\text{Allotment}}$</i></p>		Obligation Rate	Semestral Rate	Q1	15%	50%	Q2	50%	Q3	85%	100%	Q4	100%		POs RO (All Divisions) IMSD (Budget)					
	Obligation Rate	Semestral Rate																			
Q1	15%	50%																			
Q2	50%																				
Q3	85%	100%																			
Q4	100%																				

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
	<p>Funds Accountability</p> <p>26. Submitted to FMS not later than the 15th day of the following month after the reference quarter the quarterly report on the following:</p> <ul style="list-style-type: none"> • Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (SAAODB) using the FAR No. 1 template • Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (SAAODB) by Object of Expenditures using the FAR No. 1-A template • List of Allotment and sub-allotments using the FAR No. 1-B template • Statement of Revenues and Other Receipts - FAR 5 		IMSD (Accounting/Budget)						
	27. Submitted to FMS not later than the 5th day following the reference month the Monthly Report on Disbursements– FAR 4		IMSD (Accounting/Budget)						
	28. Submitted all the 2021 Budget Preparation (BP) forms to FMS on February 28, 2020 for eventual submission to DBM. (per FMS Budget Advisory)		IMSD (Accounting)						
Financial Accountability of Selected Accounts	29. Submitted to IAS not later than the 10th day of the month following the reference quarter status of cash advances with 100% settlement rate within prescribed period for current year issuances and 100% settlement rate and/or requested for write-off by end of June 2020 for prior years'		IMSD (Accounting)						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
	unliquidated cash advances: 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								
Compliance to COA Observations	30. 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		IMSD (Internal Audit) TSSD E/W TSSD LRLS POs						
	31. Submitted Quarterly List of Audit Observation Memorandum (AOM) issued by COA in 2020, if there is any, with corresponding action taken within prescribed period to IAS not later than the 10th day of the month following the reference quarter.		IMSD (Internal Audit) TSSD E/W TSSD LRLS POs						
Compliance to Internal Audit Observations	32. Submitted Report of Actions Taken on Internal Audit/Validation/Assessment Recommendations to IAS within the prescribed period contained in the Audit Report and/or IAS Memorandum (as applicable)		IMSD (Internal Audit) TSSD E/W TSSD LRLS POs						
Reporting of Key Frontline Services Accomplishments of DOLE-CO, ROs, POLOs and Attached Agencies	33. Submitted monthly accomplishment report in the delivery of the Key Frontline Services aligned with RA 11032 Process Cycle Time (PCT) as declared in the DOLE Citizen's Charter and consistent with SPRS or similar reports monthly not later than the 10th day of the month		IMSD (Internal Audit) TSSD E/W TSSD LRLS POs						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
DOLE Freedom of Information	34. Submitted to IAS quarterly report on the compliance to Freedom of Information (FOI) on the following dates: <ul style="list-style-type: none"> • 15 April • 15 July • 15 October • 15 January 		IMSD (Records) POs						
	35. Added the completed or processed FOI standard/manual requests to the eFOI portal		IMSD (Records) POs						
HRD Interventions	<i>Recruitment and Selection</i>								
	36. Submitted to HRDS recommendations for every vacant position where the Secretary is the appointing authority within 120 working days from the vacancy. (Note: At least 50% of positions vacated due to separation should have been filled-up on or before end of November 2020).		IMSD (Personnel)						
	37. Submitted to the HRDS monthly report on Personnel Complement two (2) working days after the reference month.		IMSD (Personnel)						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
	Capacity-Building of Staff								
	38. 100% of the actual number of employees provided with trainings and other learning opportunities (mentoring, coaching, learning sessions) including Continuing Professional Development Programs (CPD)/Managerial and Leadership Programs by 15 December 2020 based on submitted Quarterly Report on Inventory of Training Programs, Conferences, Meetings Attended by Staff using the prescribed form (Form 1) not later than the 5th days of the month after the end of reference quarter		IMSD (Personnel)						
	39. Submitted to HRDS the prescribed Annual Training Plan which reflect the title, brief description, target participants, program provider, duration/date, focal office, estimated cost per pax by 1st week of December prior to the reference year (for employees in the Regional Offices)		IMSD (Personnel)						
	40. Submitted to HRDS the Inventory of Training Programs, Conferences, Meetings Attended by Staff using the prescribed form (Form-1) not later than the 5th day of the month after the end of reference quarter		IMSD (Personnel)						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
	41. Submitted to HRDS the status report on the implementation of the submitted Annual Training Plan using the prescribed form (FORM-2) not later the 10th day of the month after the end of reference semester		IMSD (Personnel)						
Transparency Seal Compliance	42. 100% compliance with Transparency Seal requirements in accordance with the General Appropriations Act (GAA), IATF Memorandum Circular 2018-1, and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority <i>(for updating, waiting for the 2019 GAA)</i> , with the following schedule: Date of On-line Checking <ul style="list-style-type: none"> • Q1- April 15, 2020 • Q2- July 15, 2020 • Q3- September 25, 2020 • Q4- March 15, 2021 *For PBB Requirements Compliance, the usual schedule of validation by the oversight validating office (DBM-OCIO) is October 1 of the year		IMSD TSSD E/W TSSD LRLS QMS Team						
Preventive Maintenance (PM) on DOLE IT Equipment	43. Submitted to PS Preventive Maintenance Assessment Report within October 2020		IMSD (IT)						
Annual Procurement Plan (APP)	44. Submitted to Administrative Service at procure100@gmail.com of Proof of Compliance of Submission of 2021 APP for CSE to DBM-PS on or before August 31, 2020 and posted in the		IMSD (Procurement/IT)						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
	Transparency Seal of ROs respective offices (as per AO 25 MC No. 2018-1 dated May 28, 2018)								
	45. Submitted 2020 APP for non-CSE Form to GPPB the hard copy and soft copy at app@gppb.gov.ph and copy furnished the AO 25 Secretariat at ao25secretariat@gmail.com and Administrative Service at dolecentralofficebacsec@gmail.com on or before January 31, 2020 and posted in the Transparency Seal of ROs respective offices		IMSD (Procurement/IT)						
Property, Plant and Equipment Monitoring	46. Submitted to AS the Report on Actual Physical Count of Property, Plant, and Equipment (RPCPPE) for CY 2019 in soft copy (MS Excel spreadsheet file) to procure100@gmail.com after completion of physical stock taking the accomplished printed copy of the RPCPPE not later than the end of March 2020		IMSD (Property)						

AVERAGE RATING

Category	Program		Rating			
Core Indicators						
Non-Core Indicators						
Total Overall Rating						
Final Average Rating						
Adjectival Rating						

Assessed by:			Final Rating by:		
	Date		Date		Date
DIRECTOR ADELINE T. DE CASTRO		UNDERSECRETARY RENATO L. EBARLE		SILVESTRE H. BELLO III	
Planning Service		PMT-CHAIRPERSON		Secretary	

Legend: 1- Efficiency/Quantity 2- Effectiveness/Quality 3- Timeliness 4- Average