



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

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)
Office: DOLE Regional Office No. IV-A

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, **MA. ZENaida EUSEBIA A. ANGARA-CAMPITA**, of **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, 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)	11,125 youth-beneficiaries assisted (under Current-Regular funds)	54,269,000	• TSSD E/W • POs	13,670 youth beneficiaries assisted	4	
	5% increase in SPES babies (using FY 2016 baseline) monitored by end of December 2017		• TSSD E/W • POs	30% increase Current Year – 4,483 Previous Year – 3,452	4	
	1% - 2% increase in SPES graduate of techvoc and colleges monitored by end of December 2017 (using FY 2016 baseline)		• TSSD E/W • POs	1% increase Current Year – 838 Previous Year – 828	4	
	70% of surveyed beneficiaries rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		• TSSD E/W • IMSD • POs	100% (1059/1059) of surveyed beneficiaries rated services as satisfactory or better	4	
	Utilized 100% of 2017 funds allocated for SPES		• TSSD E/W • POs	To be determined	3.75	
JobStart	300 youth-beneficiaries enrolled in Life Skills Training (LST)	9,360,000	• TSSD E/W • POs	499 youth beneficiaries assisted	4	
	50 internship pledges from partner employers		• TSSD E/W • POs	820 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)		• TSSD E/W • POs	75% placement rate (222 /296)	4	
	70% of surveyed clients (beneficiaries and employers) rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries and employers)		• TSSD E/W • IMSD • POs	100% (105/105) of surveyed beneficiaries rated services as satisfactory or better	4	

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Government Internship Program (GIP) – SPF	(Actual) youth-beneficiaries assisted		• TSSD E/W • POs	937 youth beneficiaries assisted	4	
	70% of surveyed beneficiaries rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		• TSSD E/W • IMSD • POs	100% (167/167) of surveyed beneficiaries rated services as satisfactory or better	4	
Public Employment Service (PES)	276,459 qualified jobseekers referred for job placement		• TSSD E/W • POs	291,832 qualified jobseekers referred	4	
	80% of qualified job seekers placed (include actual figures on the number of surveyed beneficiaries)		• TSSD E/W • POs	80.32% (234,386 / 291,832) of qualified job seekers placed	4	
	(Actual) LGU PESO provided with capacity building activities through trainings/learning sessions		• TSSD E/W • POs	10 LGU PESO provided with capacity building activities through trainings/learning sessions	4	
	70% of surveyed jobseekers rated services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		• TSSD E/W • IMSD • POs	100% (23,665 / 23,665) of surveyed beneficiaries rated services as satisfactory or better	4	
PhilJobNet	80% of registered establishments with complete documentary requirements processed 15 working days after the reference month		• TSSD E/W • POs	NA	No rating	System is not accessible
Labor Market Information	425,800 individuals reached		• TSSD E/W • POs	1,141,480 individuals reached	4	
	3,500 institutions reached		• TSSD E/W • POs	31,891 institutions reached	4	
	70% of surveyed individuals rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		• TSSD E/W • IMSD • POs	100% (70,909 / 70,909) of surveyed beneficiaries rated services as satisfactory or better	4	
National Skills Registry Program (NSRP)	10 LGUs trained/re-oriented on NSRP (10 LGUs)		• TSSD E/W • POs	10 LGUs trained/re-oriented on NSRP	4	
	125 establishment registered in PEIS (125 per region)		• TSSD E/W • POs	125 establishment registered in PEIS	4	
Trabaho-Negosyo-Kabuhayan (TNK) Caravan Job and Livelihood Fairs	National					
	Conducted Labor Day and Independence Day TNK Caravan Job and Livelihood Fairs		• TSSD E/W • POs	Conducted	4	
	Assessment report on placement submitted within 30 days for local employment, ad 90 days for overseas employment after the conduct of Job Fairs		• TSSD E/W • POs	Submitted	4	
	Local					
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		• TSSD E/W • POs	Accomplished	4		

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	to BLE copy of rolled out localized TNK fifteen (15) working days after the reference quarter by end of December 2017					
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		• TSSD E/W • POs	Conducted 13 on-site job fairs	4	
JobsFit Report	5 stakeholders consulted/participated in the updating of JobsFit Report by end of August 2017		• TSSD E/W • POs	48 stakeholder organizations consulted	4	
Career Guidance Advocacy Program (CGAP)	Regional Career Advocacy Congress conducted by end of September 2017		• TSSD E/W • POs	Conducted	4	
Capacity Building for PESO Personnel	LMI Analysis, BEST, PESO and SPES IRR					
	20 PESO personnel participated in the capacity-building training on LMI Analysis, BEST, PESO Law IRR, and SPES Law IRR by end of September 2017		• TSSD E/W • POs	253 PESO personnel participated	4	
	PESO Employment Information System (PEIS), PhilJobNet and Talent Mapping					
	60 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		• TSSD E/W • POs	193 FOs, PESO personnel, schools, training institutions, and establishments participated	4	
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)	3070 beneficiaries provided with livelihood assistance	64,631,000	• TSSD E/W • POs	8013 beneficiaries assisted	4	
	(Actual number) of DILP beneficiaries are parents of child laborers		• TSSD E/W • POs	112 of DILP beneficiaries are parents of child laborers	4	
	70% of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		• TSSD E/W • IMSD • POs	100% (33 / 33) of surveyed beneficiaries rated services as satisfactory or better		
	100% of request for assistance of (actual number) beneficiaries provided with emergency employment (TUPAD regular)		• TSSD E/W • POs	2329 beneficiaries provided with emergency employment (regular)	4	
	100% of request for assistance of (actual number) beneficiaries provided with emergency employment (TUPAD-SPF)		• TSSD E/W • POs	9521 beneficiaries provided with emergency employment (TUPAD-SPF)	4	
	Utilized 100% of 2017 funds allocated for DILEEP-Kabuhayan by December 2017		• TSSD E/W • POs	To be determined		
	Utilized 100% of 2017 funds allocated for DILEEP-TUPAD-regular by December 2017		• TSSD E/W • POs	To be determined		

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	Utilized 100% of 2017 funds allocated for GIP/TUPAD-SPF by December 2017		• TSSD E/W • POs	To be determined		
K-to-12 DOLE Adjustment Measures Program	(Actual) displaced personnel/beneficiaries assisted	405,055.26	• TSSD LR/LS • POs	14 beneficiaries assisted	4	
	100% of DOLE K to 12 AMP applications processed within prescribed process cycle time (PCT)		• TSSD LR/LS • POs	Provided assistance to 100% (14) of K to 12 AMP applications processed within prescribed process cycle time (PCT)	4	
	Conducted at least 5 orientation activities / advocacy / information campaigns per semester and distributed advocacy materials on K-to-12 DOLE AMP		• TSSD LR/LS • POs	Conducted 5 orientation activities / advocacy / information campaigns	3	
Productivity Toolbox	750 MSMEs per RB assisted					
	▪ 220 MSMEs provided with training services		• TSSD LR/LS • POs • RTWPB IV-A	230 MSMEs provided with training services	4	
	○ 50% of MSMEs trained with PIP / Action Plan implemented		• TSSD LR/LS • POs • RTWPB IV-A	104.55% (230) of MSMEs trained with PIP / Action Plan implemented within three months	4	
	▪ 50 MSMEs provided with technical assistance on designing/formulation of productivity/ performance-based incentives scheme		• TSSD LR/LS • POs • RTWPB IV-A	154 MSMEs provided with technical assistance	4	
	○ 10% of MSMEs assisted with productivity based pay incentives schemes installed		• TSSD LR/LS • POs • RTWPB IV-A	58% (90) of MSMEs assisted with productivity based pay incentives schemes installed	4	
	▪ 480 MSMEs provided with orientation(s)		• TSSD LR/LS • POs • RTWPB IV-A	490 MSMEs provided with orientations	4	
	100% of participants who rated training services as satisfactory or better		• TSSD LR/LS • POs • RTWPB IV-A	100% (353/353) of participants rated services as satisfactory or better	4	
Two Tiered Wage System	Tier 1					
	Wage order issued in accordance with RA 6727 and NWPC guidelines, rules and regulations, as necessary		• TSSD LR/LS • POs • RTWPB IV-A		No rating	
	▪ 100% of minimum wage rates above poverty thresholds but not exceeding the average wage levels by 2022		• TSSD LR/LS • POs • RTWPB IV-A	7 Minimum Wage Rate below Poverty Thresholds	No rating	
	2 public hearings/consultations conducted		• TSSD LR/LS • POs • RTWPB IV-A	5 Consultations and 1 Public Hearing	4	
100% of wage cases (appealed and exemption) resolved within 45 days upon receipt of application		• TSSD LR/LS • POs • RTWPB IV-A	100% (4) Applications acted	4		

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	Tier 2					
	Wage advisory issued in accordance with NWPC guidelines, rules and regulations, as necessary		• TSSD LR/LS • POs • RTWPB IV-A	2 Technical Writeshops on Tier 2	No rating	
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) 		• TSSD LR/LS • POs	RTIPC membership expanded to include representatives from informal, public, women and youth sectors.	4	
	At least two (2) Resolutions/Position Papers on labor and employment issues submitted to the NTIPC through the BLR		• TSSD LR/LS • POs	Submitted 2 Resolutions/Position Papers on labor and employment issues	4	
Workers Organization and Development (WODP) Program	WODP Trainings		456,000			
	▪ <u>7</u> unions and workers' organizations provided with training grants			193 unions and workers' organizations provided with training grants	4	
	▪ (Actual) number of union members / workers' association members participated/covered		• TSSD LR/LS • POs	691 union members / workers' association members trained	4	
	▪ 70% of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		• TSSD LR/LS • IMSD • POs	100% (100/100) of surveyed beneficiaries rated the services as satisfactory or better	4	
	WODP Scholarships		480,000			
	▪ <u>7</u> individuals provided with scholarship grants <ul style="list-style-type: none"> ○ New: <u>0</u> ○ Ongoing: <u>7</u> 		• TSSD LR/LS • POs	7 (ongoing) & 1(new) individuals provided with scholarship grants	4	
	▪ <u>2</u> scholars graduated during the period		• TSSD LR/LS • POs	2 scholars graduated		
	▪ 70% of surveyed beneficiaries rated the services as satisfactory or better <i>*include actual figures on the number of surveyed beneficiaries</i>		• TSSD LR/LS • IMSD • POs	100% of surveyed beneficiaries rated the services as satisfactory or better (7/7)	4	

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Labor and Employment Education Program	LHP, CLES					
	<ul style="list-style-type: none"> ▪ 741 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 		<ul style="list-style-type: none"> • TSSD LR/LS • POs 	2,270 establishments oriented by LHP and CLES	4	
	<ul style="list-style-type: none"> ○ (<u>Actual</u>) workers and employers covered by LHP and CLES 		<ul style="list-style-type: none"> • TSSD LR/LS • POs 	14,947 workers and employers covered by LHP and CLES	4	
	LEGS					
	<ul style="list-style-type: none"> ▪ 4860 graduating students covered by LEGS 		<ul style="list-style-type: none"> • TSSD LR/LS • POs 	17,166 graduating students covered by LEGS	4	
	<ul style="list-style-type: none"> ▪ 44 schools/universities/ colleges/educational institutions reached/covered 		<ul style="list-style-type: none"> • TSSD LR/LS • POs 	59 schools/universities/ colleges/educational institutions reached/covered	4	
70% of surveyed beneficiaries (for LEES) rated the seminars conducted as satisfactory or better <i>*include actual figures on the number of surveyed beneficiaries</i>		<ul style="list-style-type: none"> • TSSD LR/LS • IMSD • POs 	100% (9,488 / 9,488) of surveyed beneficiaries rated the services as satisfactory or better	4		
Social Amelioration Program (SAP) (in regions where applicable)	<u>(actual)</u> number of SAP beneficiaries provided with Maternity Benefit		<ul style="list-style-type: none"> • BPO 	85 SAP beneficiaries provided with Maternity Benefit	4	Processing -4 Release 2 78/78 claims processed and approved within 10 working days 67/78 checks approved claims ready for payment within 5 working days
	<u>(actual)</u> number of SAP beneficiaries provided with Death Benefit		<ul style="list-style-type: none"> • BPO 	199 SAP beneficiaries provided with Death Benefit	3	Processing -3 Release 3 199/201 claims processed and approved within 10 working days 193/201 checks approved claims ready for payment within 5 working days
	70% of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		<ul style="list-style-type: none"> • BPO 	100% (12/12) of surveyed beneficiaries rated the services as satisfactory or better		

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Family Welfare Program	100% of assessed establishment (employing 200 and above) in 2016 <u>without FWP</u> provided orientation	668,000	• TSSD LR/LS • POs	100% of assessed establishment without FWP provided assistance in setting up FWP	4	
	(Actual) number of workers covered		• TSSD LR/LS • POs	40,182 of workers covered	4	
	(Actual number) of establishments by the region <u>with FWP</u> continually provided assistance to ensure sustainability of the FWP and effectiveness of their FWC or similar structures		• TSSD LR/LS • POs	182 establishments by the region <u>with FWP</u> continually provided assistance	4	
	(Actual) number of workers covered		• TSSD LR/LS • POs	29,031 of workers covered	4	
	70% of surveyed establishments rated the DOLE assistance as satisfactory.		• TSSD LR/LS • IMSD • POs	100% (29,031 / 29,031) of surveyed beneficiaries rated the services as satisfactory or better		
NRCO Reintegration Services	Livelihood Development Assistance Program (LDAP)					
	65 workers served (OFW returnees) with livelihood (formation) assistance by the end of December 2017	1,000,000	• TSSD E/W • NRCO Reg' Coordinator • POs	248 workers served	4	
	Balik Pinay! Balik Hanapbuhay! (BPBH)					
	75 workers served (OFW returnees) with skills training and livelihood assistance by the end of December 2017		• TSSD E/W • NRCO Reg' Coordinator • POs	305 workers served	4	
	70% of surveyed beneficiaries rated the services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		• TSSD E/W • NRCO Reg' Coordinator • POs	100% (81/81) of surveyed beneficiaries rated the services as satisfactory or better	4	
	Utilized 100% of 2017 budget allocation for BPBH and LDAP		• TSSD E/W • NRCO Reg' Coordinator • POs	To be determined	3	No submission of request for validation of 2017 utilization dated 2/13/18
	Financial Awareness Seminar (FAS) and Small Business Management Training (SBMT)					
	140 workers served (OFW returnees/families) provided with FAS and SBMT services by end of December 2017	70,000	• TSSD E/W • NRCO Reg' Coordinator • POs	423 workers served	4	
70% of surveyed beneficiaries rated the services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		• TSSD E/W • NRCO Reg' Coordinator • POs	100% (76/76) of surveyed beneficiaries rated the services as satisfactory or better	4		
Byaheng Agri-preneur						

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	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.		• TSSD E/W • NRCO Reg' Coordinator • POs	30 OFW returnees and/ or families oriented on agri business on July 2017.	4	
Sa Pinas, Ikaw ang Ma'am/Sir						
	(Actual) Number of OFWs teachers awarded with teaching kits		• TSSD E/W • NRCO Reg' Coordinator • POs	14 OFWs teachers awarded with teaching kits	3	
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		• TSSD E/W • NRCO Reg' Coordinator • POs	Published and distributed 4 Quarterly issues of Regional Reintegration Information Bulletin	1.5	
MFO 4: Employment Regulation Services						
Labor Laws Compliance System	7410 establishments inspected	21,751,000	• TSSD LR/LS • POs	7410 establishments covered	4	
	▪ 100% of registered contractors/subcontractors based on the list of BWC assessed/inspected		• TSSD LR/LS • POs	100% (32) registered Contractors / Subcontractors are assessed	3.4	
	▪ Number of ongoing construction projects / sites with approved CSHP are assessed/inspected		• TSSD LR/LS • POs	100% (342) ongoing construction projects / sites with approved CSHP are assessed	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		• TSSD LR/LS • POs	62% (2663 / 4287) pending LOC /SOT or combined LOC/SOT/LS cases disposed	3	
	100% of workers under pledges for voluntary regularization validated		• TSSD LR/LS • POs	100% (4610)of workers under pledges for voluntary regularization validated	3	
	100% of establishments with deficiencies provided assistance		• TSSD LR/LS • POs	100% of establishments with deficiencies provided assistance	4	
	OSH Investigation:					

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	<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 		<ul style="list-style-type: none"> TSSD LR/LS POs 	100% (10) of incidents/ reports acted upon within 24 hours	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 		<ul style="list-style-type: none"> TSSD LR/LS POs 	No Work Stoppage Order	4	
	Established partnership with LGUs thru orientation(s) on labor laws compliance at least once a month starting August 2017		<ul style="list-style-type: none"> TSSD LR/LS POs 	Accomplished		
	Utilized 100% of 2017 budget allocation for LLCS		<ul style="list-style-type: none"> TSSD LR/LS POs 	To be determined	1	
Dispute Resolution	Single Entry Approach (SEnA)	1,092,000				
	<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) 		<ul style="list-style-type: none"> TSSD LR/LS POs 	69.27% settlement rate	1	Database cannot be validated
	<ul style="list-style-type: none"> 100% of the total request handled disposed within 30 days (include actual figures in accomplishments) 		<ul style="list-style-type: none"> TSSD LR/LS POs 	96.40 % disposition rate	1	Database cannot be validated
	SpeED Cases: Labor Standards and Arbitration Cases					
	100% of cases are disposed within the PCT (include actual figures in accomplishments)		<ul style="list-style-type: none"> TSSD LR/LS POs 			
	<ul style="list-style-type: none"> 100% of pending cases from 2016 disposed according to the work plan (include actual figures in accomplishments) 		<ul style="list-style-type: none"> TSSD LR/LS POs 	1519 of pending cases from 2016 disposed according to the work plan	1	No submission
	<ul style="list-style-type: none"> 100% of current cases disposed within the PCT (include actual figures in accomplishments) 		<ul style="list-style-type: none"> TSSD LR/LS POs 	62% of current cases disposed within the PCT (2663 / 4287) – LS Cases (42/47) Med-Arb Cases	1	No submission
	<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) 		<ul style="list-style-type: none"> TSSD LR/LS POs 	62% of (2663 / 4287) LS cases handled disposed within 50 days reckoned from the date of the 1 st mandatory conference	1	No submission
Efficient Service Delivery/Other Employment Regulation Services	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) 		<ul style="list-style-type: none"> TSSD E/W 	2690 applications processed within 3 working days	4	

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	<ul style="list-style-type: none"> ▪ Private Employment Agency's (PEA) license – within 10 days upon filing of application (complete documents) 		<ul style="list-style-type: none"> • TSSD E/W • POs 	9 PEA and 1 Branch Office applications processed within 10 working days	4	
	<ul style="list-style-type: none"> ▪ Job Fair Clearance / Permit – within 5 working days upon filing of application (complete documents) 		<ul style="list-style-type: none"> • POs 	374 processed within 5 working days	4	
	<ul style="list-style-type: none"> ▪ Authority to Recruit – within 2 working days upon filing of application (complete documents) 		<ul style="list-style-type: none"> • POs 	No application received	4	
	<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 ○ Certificate of electrical inspection issued within 15 days upon receipt of proof of payment of fees 		<ul style="list-style-type: none"> • TSSD LR/LS • POs 	813 permit to operate issued within 15 days	4	
	<ul style="list-style-type: none"> ▪ Construction Safety and Health Program – 100% of applications processed within 5 days upon receipt of complete documents 		<ul style="list-style-type: none"> • TSSD LR/LS • POs 	5816 applications processed within 5 days	3.7	
	<ul style="list-style-type: none"> ▪ Safety Practitioner's Accreditation <ul style="list-style-type: none"> ○ 100% of applications processed within 15 days upon receipt of complete documents ○ Issued certificate of accreditation to 100% of approved applications within 5 days upon receipt of proof of payment fees 		<ul style="list-style-type: none"> • TSSD LR/LS • POs 	234 applications processed within 15 days	3	
	<ul style="list-style-type: none"> ▪ Registration of Contractors - 100% of applications processed within 5 days upon receipt of complete documents 		<ul style="list-style-type: none"> • TSSD LR/LS • POs 	133 applications processed within 5 days upon receipt of complete documents	4	
	<ul style="list-style-type: none"> ▪ Working Child Permit – processed within eight (8) hours upon receipt of payment 		<ul style="list-style-type: none"> • POs 	274 permit processed within eight (8) hours	4	
NON-CORE INDICATORS						
SUPPORT TO OPERATIONS						
Monitoring of Programs	Talent Mapping: 940 individuals assessed		<ul style="list-style-type: none"> • TSSD E/W • POs 	3677 individuals assessed	4	
	SPES: Utilized 100% of 2016 Continuing Funds for SPES by December 2017 benefitting (<i>actual</i>) beneficiaries		<ul style="list-style-type: none"> • TSSD E/W • POs 	To be determined	4	
	JobStart: Utilized 100% of 2016 Continuing Funds for JobStart by December 2017 benefitting (<i>actual</i>) beneficiaries		<ul style="list-style-type: none"> • TSSD E/W • POs 	To be determined	1	
	PESO: Utilized 100% of 2016 Continuing Funds for PESO by		<ul style="list-style-type: none"> • TSSD E/W • POs 	To be determined	4	

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	December 2017 benefitting (actual) beneficiaries					
	DILEEP-Kabuhayan-regular: Utilized 100% of 2016 Continuing Funds for DILEEP-Kabuhayan-regular by December 2017 benefitting (actual) beneficiaries		• TSSD E/W • POs	To be determined		
	GIP/TUPAD-SPF: Utilized 100% of 2016 Continuing funds for GIP/TUPAD-SPF by December 2017 benefitting (actual-GIP & TUPAD) beneficiaries		• TSSD E/W • POs	To be determined	4	4-(GIP)
	DOLE K to 12 AMP: Utilized 100% of 2016 Continuing Funds for DOLE K to 12 AMP by December 2017 benefitting (actual) beneficiaries		• TSSD E/W • POs	To be determined		No database access
	WODP: Utilized 100% of 2016 Continuing Funds for WODP by December 2017 benefitting (actual) beneficiaries		• TSSD LRLS • POs	To be determined		
	BPBH/LDAP: Utilized 100% of 2016 Continuing Funds for BPBH/LDAP by December 2017 benefitting (actual) beneficiaries		• TSSD E/W • NRCO Coordinator • POs	To be determined		
	100% of reportorial requirements submitted to BLE within prescribed period		• TSSD E/W • POs	100% of reportorial requirements submitted within prescribed period	3.48	
	100% of reportorial requirements submitted to BWSC within prescribed period		• TSSD E/W • POs	100% of reportorial requirements submitted within prescribed period	3.37	3 (did not submit 3 rd Q for DILEEP report 3.50 report on cash bonus 3.5 report on sugar workers 3.5 report on sap fund liquidation
	100% of reportorial requirements submitted to NRCO within prescribed period		• TSSD E/W • POs	100% of reportorial requirements submitted within prescribed period	3.23	
	100% of reportorial requirements submitted to BWC within prescribed period		• TSSD LRLS • POs	100% of reportorial requirements submitted within prescribed period		
	100% of reportorial requirements submitted to BLR within prescribed period		• TSSD LRLS • POs	100% of reportorial requirements submitted within prescribed period		
	SEnA: 100% of reportorial requirements submitted to SEnA Secretariat within prescribed period		• TSSD LRLS • POs	100% of reportorial requirements submitted within prescribed period		
Communication Program	Submitted a copy of approved Communication Program to IPS for January to December 2017 by 31 March 2017		• LCO • POs	Submitted	4	
	Submitted to IPS at least three (3) good news at the end of the month		• LCO • POs	Submitted 18 good news	3	
	Disseminated at least 3 press releases every month in quad media		• LCO • POs	Disseminated 3 press releases every month for local/regional or national media	4	

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
	Attended to 100% of requests for TV appearance/radio guesting		• LCO • POs	Attended to 100% of requests for TV appearance/radio guesting	4	
	Conducted at least 6 press briefings in a year		• LCO • POs	Conducted 1 press briefing	2	
	Submitted to IPS at least one (1) AVP on success stories of programs on or before 30 October 2017		• LCO • POs	To be determined on 2 nd Sem	1	IPS requests proof of submission
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		• IMSD (Planning) • TSSD LR/LS • TSSD E/W • POs	Submitted through DPX the SPRS monthly report with provincial breakdown within 10 working days after the reference month	4	
Gender and Development (GAD)	Utilized at least 5% of total budget for GAD activities	88,928,500	• IMSD • TSSD LR/LS • TSSD E/W • POs	To be determined		
	Submitted to PCW through GMMS the 2019 GAD Plan and Budget (GPB) by end of December 2017		• GAD Focal • IMSD (Budget) • POs	Submitted	4	
	Submitted to PS the 2017 GAD Annual Report not later than 15 January 2018		• GAD Focal • IMSD (Budget) • POs	To be determined	4	
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		• RO (All Divisions) • POs • QMS Team	Maintained ISO 9001:2008 Certification and submitted reports on April 4, 2017 and July 4, 2017. Started working on the transition for ISO 9001: 2015 with the General Awareness Program on June 22, 2017	3.04	
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.		• IMSD (Personnel) • TSSD LR/LS • TSSD E/W	Submitted reports	2	18/39 reported complaints no action taken yet
	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		• IMSD (Personnel) • TSSD LR/LS • TSSD E/W	Submitted reports	3	Received 8/29, 10/9 and 01/08/2018
	Achieved at least 70% of client satisfaction rating of Very Satisfactory on Quality of Services and Quality of Facilities		• IMSD (Personnel) • TSSD LR/LS	Achieved 95% of client satisfaction rating of Very Satisfactory on Quality of Services and		

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
			<ul style="list-style-type: none"> • TSSD E/W • POs 	Quality of Facilities		
	Acted upon 100% of client satisfaction feedback/complaints/recommendations within 3 working days upon receipt		<ul style="list-style-type: none"> • IMSD (Personnel) • TSSD LR/LS • TSSD E/W 	Acted upon 100% of client satisfaction feedback/complaints/recommendations within 3 working days upon receipt		
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		<ul style="list-style-type: none"> • IMSD (Personnel) 	Submitted	3.8	No forms/lists decided complaints were submitted
	Submitted 100% of 2016 SALN to HRDS not later than 31 March 2017		<ul style="list-style-type: none"> • IMSD (Personnel) 	Submitted	4	
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 Cluster Head		<ul style="list-style-type: none"> • IMSD (Planning) 	Submitted PS the 2017 OPCR within 10 working days from receipt of the approved template	4	
	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		<ul style="list-style-type: none"> • IMSD (Planning) 	Submitted PS the 2017 OPCR within 10 working days from receipt of the approved template	4	
	Submitted to PS through DPX the PDF copy of signed OPCR with accomplishments as of 1 st semester by July 15, 2017		<ul style="list-style-type: none"> • IMSD (Planning) 	Submitted to PS through DPX the PDF copy of signed OPCR with accomplishments as of 1 st semester by July 15, 2017	4	
	Submitted to PS through DPX the PDF copy of signed annual OPCR with accomplishments by January 7, 2018		<ul style="list-style-type: none"> • IMSD (Planning) 	Submitted to PS through DPX the PDF copy of signed annual OPCR with accomplishments by January 8, 2018	4	Deadline is January 8, 2018 based on communication
	Submitted to HRDS summary of IPCR ratings within 30 calendar days upon receipt of approved OPCR ratings (covers accomplishment in the previous year)		<ul style="list-style-type: none"> • IMSD (Personnel) • IMSD (Planning) 	Submitted to HRDS summary of IPCR ratings within 30 calendar days upon receipt of approved OPCR ratings	4	Received 12/29/2017 delayed for 5 days (revised rating)
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)		<ul style="list-style-type: none"> • IMSD (Personnel) 	Complied within the deadline	4	
Financial Management	Funds Utilization					
	Budget Utilization Rate (BUR) ▪ Utilized the allotted funds to wit:		<ul style="list-style-type: none"> • IMSD (Budget) • RO (All Divisions) 	Q1- Obligation BUR – 17% Disbursement BUR – 55%	4	Q4 – still ongoing


MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
	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>		• POs	Q2- Obligation BUR – 27% Disbursement BUR – 95% Q3- Obligation BUR – 50% Disbursement BUR -99% Q4- Obligation BUR – Disbursement BUR -		
	Funds Accountability					
	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		• IMSD (Acctg/Budget)	Submitted	4	
	Submitted the following 2018 Budget Preparation (BP) forms to FMS 5 TH day prior to the schedule of submission to DBM:			Submitted	4	
	1. BP Form C – Summary of RDC inputs and recommendations on Agency New and Expanded Programs and Projects		• IMSD (Budget/Planning)	Submitted		
	2. BP Form D – Report of CSOs' Inputs on Ongoing and New Spending Projects and Activities		• IMSD (Budget/Planning)	Submitted		
	3. BP Form 100 – Statement of Revenues		• IMSD (Acctg)	Submitted		
	4. BP Form 100-A – Statement of Revenues and Expenditures – Special Account in the General Fund		• IMSD (Acctg)	Submitted		
	5. BP Form 100-B – Statement of Other Receipts / Expenditures		• IMSD (Acctg)	Submitted		
	6. BP Form 100-C – Statement of Donations and Grants		• IMSD (Acctg)	Submitted		
	7. BP Form 200 – Comparison of Appropriations and Obligations		• IMSD (Acctg/Budget)	Submitted		
	8. BP Form 201 – Summary of Obligations and Proposed Programs / Projects		• IMSD (Acctg/Budget)	Submitted		
	9. BP Form 201 A – Obligations for Personnel Services		IMSD (Acctg/Budget)	Submitted		

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
	10. BP Form 201 A-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for PS		IMSD (Acctg/Budget)	Submitted		
	11. BP Form 201 B – Obligations for Maintenance and Other Operating Expenses (MOOE)		IMSD (Acctg/Budget)	Submitted		
	12. BP Form 201 B-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for MOOE		IMSD (Acctg/Budget)	Submitted		
	13. BP Form 201 C – Obligations for Financial Expenses (FINEX)		IMSD (Acctg/Budget)	Submitted		
	14. BP Form 201 C-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for FINEX		IMSD (Acctg/Budget)	Submitted		
	15. BP Form 201 D – Obligations for Capital Outlay (CO)		IMSD (Acctg/Budget)	Submitted		
	16. BP Form 201 D-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for CO		IMSD (Acctg/Budget))	Submitted		
	17. BP 201-E – Program Expenditure Plan		• IMSD (Budget/Planning)	Submitted		
	18. BP Form 201-F – Climate Change Expenditure		• IMSD (Budget/Planning)	Submitted		
	19. BP Form 202 – Profile and Requirements of Locally-Funded Projects		• IMSD (Budget/Planning)	Submitted		
	20. BP Form 300 – Proposed Special Provisions		• IMSD (Budget/Planning)	Submitted		
	21. BP Form B – Agency Performance Measures (2016-17)		• IMSD (Budget/Planning)	Submitted		
	22. BP Form B-1 – Agency Performance Measures (2018)		• IMSD (Budget/Planning)	Submitted		
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		• IMSD (Acctg) • Accountable Officers	Submitted	3.92	
	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		• IMSD (Acctg) • TSSD EW	Submitted	4	
	Submitted to IAS report on the Provision of Allowance for		• IMSD (Internal Audit)	Submitted	4	

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
	Impairment on Receivable – End of December		• IMSD (Acctg) • TSSD EW			
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		• IMSD (Internal Audit)	Submitted	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		• TSSD LRLS • TSSD EW • IMSD	Submitted	3.57	
DOLE Freedom of Information	Submitted to IAS quarterly report on the compliance to Freedom of Information (FOI) on the following dates: <ul style="list-style-type: none"> • 25 April • 25 July • 25 October • 25 January 		•IMSD(Records)	Submitted quarterly report	4	Q4-deadline is on January 25, 2018
HRD Interventions	Recruitment and Selection					
	Submitted to HRDS recommendations for appointment of at least 50% of vacant positions with complete documentary requirements: <ol style="list-style-type: none"> 1. 1st Semester: as of March 2017 by the end of June 2017 2. 2nd Semester: as of August 2017 by end of November 2017 		• IMSD (Personnel)	Submitted	2.5	No submission
	Submitted to HRDS report on filling up of vacancies and validated/invalidated appointments five (5) days after the reference quarter		• IMSD (Personnel)	Submitted	3.5	Q1 – 4/7/2017 Q2 – 7/5/17 Q3 – no submission Q4 – 12/8/17
	Submitted to HRDS quarterly status report on CSC PRIME HRM on the following schedule: <ol style="list-style-type: none"> 1. 1ST Quarter: 07 April 2017 2. 2ND Quarter: 07 July 2017 3. 3RD Quarter: 06 October 2017 4. October to November: 07 December 2017 		• IMSD (Personnel)	Submitted	3.5	Q1 – 4/7/2017 Q2 – 7/5/17 Q3 – no submission Q4 – 12/8/17
	Capacity-Building of Staff					

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
	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.		• IMSD (Personnel)	Submitted	4	
	Submitted to HRDS monitoring/progress report on the interventions provided to Management Succession Program (MSP) beneficiaries 5 days after the reference quarter.		• IMSD (Personnel)	Submitted	No rating	
Green Our DOLE Program	100% accomplishment of GODP Plan		• GODP Focal	100% accomplishment of GODP Plan	3	
Transparency Seal Compliance	<p>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:</p> <p>GAA 2017</p> <ol style="list-style-type: none"> 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 6. Status of implementation, evaluation and/or assessment reports of said programs or projects 7. Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014 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, 		• IMSD (IT/Acctg/IA/Planning/ HR/Property/ Supply)	100% compliance		

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>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>		<ul style="list-style-type: none"> • IMSD (HR) • QMS Team • TSSD LRLS • IMSD (HR) • IMSD (IA) 			
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 (Property/Supply)	Submitted on March 31, 2017	4	
	Submitted to PS the Preventive Assessment Report within October 2017		• IMSD (Property/Supply)	Submitted to PS the Preventive Assessment Report on October 2017	Not to be rated	
	Submitted to PS the Report on Compliance with PM Assessment Recommendations within prescribed period		• IMSD (Property/Supply)	Submitted to PS the Report on Compliance with PM Assessment Recommendations within prescribed period	4	
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 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		• IMSD (Property/Supply)	Submitted to AS the Report on Actual Physical Count of Property, Plant and Equipment (RPCPPE) for CY 2016 in soft copy (MS Excel spreadsheet file) to procure100@gmail.com on February 28, 2017 and printed copy was received by AS on March 2, 2017		
Total Overall Rating:						
Final Average Rating:						
Adjectival Rating:						

Submitted by:	Date	Endorsed by:	Date	Validated by:	Date	Recommended by:	Date
 MA. ZENaida EUSEBIA A. ANGARA-CAMPITA Regional Director		UNDERSECRETARY CIRIACO A. LAGUNZAD III Chairperson-DOLE PMT		DOLE Validation Team		UNDERSECRETARY BERNARD P. OLALIA Cluster Head	

Approved by:	
COMMENTS/OBSERVATIONS:	
_____ SILVESTRE H. BELLO III Secretary	_____ Date

_____ **SILVESTRE H. BELLO III** _____
Secretary **Date**