



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



**OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)**  
**OFFICE: DOLE- RO1**

I, **ATTY. EVELYN R. RAMOS**, Head of the **Department of Labor and Employment – Regional Office I**, 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 1 to December 31, 2021**.

  
**ATTY. EVELYN R. RAMOS**  
Regional Director *x/pm r*

Date: \_\_\_\_\_

<b>Approved by:</b>	<b>Date:</b>
<p style="text-align: center;"><b>SILVESTRE H. BELLO III</b> 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 <sup>1</sup> (6)	Q <sup>2</sup> (7)	T <sup>3</sup> (8)	A <sup>4</sup> (9)	
<b>CORE INDICATORS</b>									
<b>OUTCOME 1: EMPLOYABILITY OF WORKERS AND COMPETITIVENESS OF MSMES ENHANCED</b>	0-1% increase in SPES beneficiaries graduated from Senior High School, Tech-Voc, and College Courses (2019 baseline)								
	80 % placement rate of qualified jobseekers								
	60% placement rate of youth assisted under JobStart Philippines								
<b>EMPLOYMENT FACILITATION</b>									
<b>Youth Employability</b>	1. <u>1,984</u> youth assisted								
Special Program for Employment of Students (SPES)	<ul style="list-style-type: none"> <li><u>1,984</u> youth assisted through SPES</li> </ul>	13,000,000 (ARO GAA)  13,000,000 (2019 Continuing Fund)	FOs, TSSD	932 youth assisted					
JobStart	<ul style="list-style-type: none"> <li><u>0</u> JobStart Life Skills Training (LST) enrollees</li> </ul>			For completion					
<b>Job Search Assistance</b>									
Public Employment Service (PES)	2. <u>55,000</u> qualified jobseekers referred for job placement	260,000 (ARO GAA)	FOs, TSSD	<u>30,366</u> qualified jobseekers referred					
Labor Market Information	3. <u>150,000</u> individuals reached		FOs, TSSD	<u>94,945</u> individuals reached					

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	Q <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	4. Utilized new media (social media such as Facebook, electronic mail campaign, website reach) for the publication and dissemination of latest LMI and client specific IEC materials <b>from January to December 2021</b>		FOs, TSSD	<b>13,172,998</b> individuals reached					
	5. <b>6</b> LGUs trained/re-reoriented on National Skills Registration Program (NSRP) by end of December 2021		FOs, TSSD	<b>6 LGUs</b> trained/re-reoriented on NSRP					
Private Employment Agencies	6. Submitted to BLE monthly placement report of Private Employment Agencies (PEAs) <b>15 calendar days after the reference month</b>		TSSD	Submitted Report on: January - February 9 February – March 8 March - April 7 April – May 5 May – June 4 June – July 5					
	7. Submitted to BLE the monthly report of foreign nationals issued with AEP <b>within 30 calendar days after the reference month</b>		TSSD	Submitted Report on: January - February 18 February – March 11 March - April 12 April – May 18 May – June 22 June – July 15					
Efficient Service Delivery/Other Employment Regulation Services	8. Alien Employment Permit (AEP) – within <b>5 working days</b> after publication and payment of required fees for new AEP and <b>within 5 working days</b> after receipt for renewal (complete documents)		TSSD	4 applications were received and processed within PCT					

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	Q <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	9. Private Employment Agency's (PEA) license – within 10 days upon filing of application (complete documents)		FOs, TSSD	No application received for the 1 <sup>st</sup> Semester					
	10. Authority to Recruit – within <b>5 working days</b> upon filing of application (complete documents)		FOs, TSSD	No application received for the 1 <sup>st</sup> Semester					
<b>Enterprise Productivity Improvement</b>									
Productivity Training Program	11. <b>563</b> MSMEs provided with training/orientation services. <ul style="list-style-type: none"> <li>• <b>420</b> MSMEs provided with orientation</li> </ul>	c/o RTWPB	RTWPB, TSSD, FOs	<b>432</b> MSMEs provided with training <b>321</b> MSMEs provided with orientation					
	<ul style="list-style-type: none"> <li>• <b>143</b> MSMEs provided with training services</li> </ul>			<b>111</b> MSMEs provided with training					
	12. <b>50</b> MSMEs provided with technical assistance on designing/ formulation of productivity-based incentives scheme			<b>58</b> MSMEs trained with PIP/ Action Plan					
	<ul style="list-style-type: none"> <li>• <b>3</b> MSMEs assisted documented their productivity-based incentive schemes</li> </ul>			For Completion					
<b>OUTCOME 2: PROTECTION OF WORKERS' RIGHTS AND MAINTENANCE OF INDUSTRIAL PEACE ENSURED</b>	70% Compliance Rate (GLS)								
	70% Compliance Rate (per DTI-DOLE Interim Guidelines subsequent Supplemental Guidelines issued by DOLE DTI DOH)								
	70% settlement rate of the total requests handled (include actual figures in accomplishments)								

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	Q <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Enforcement rates of decisions/orders on:								
	• <b>70%</b> - Certification election, and								
	• <b>50%</b> - Labor standards cases								
<b>EMPLOYMENT PRESERVATION AND REGULATION</b>									
<b>Labor Law Compliance</b>									
Labor Inspection Program	13. <b>2,280</b> establishments inspected	3,750,000 (ARO GAA)  558,952.00 Continuing Fund	Labor Inspectors, TSSD	<b>462</b> establishments inspected  <b>2,836</b> establishments monitored under the DOLE-DTI Monitoring  A total of <b>3,298</b> establishments were inspected and monitored					
<b>Registration</b>	14. 70% of total inspectionable units for the issuance of CEIs for electrical wiring installation and PTOs for mechanical equipment were subjected to technical safety inspection	15,000.00 (ARO GAA)	Technical Labor Inspectors, TSSD	100% of 363 mechanical units and 24 electrical units inspected  <i>* 181 PTO issued and 20 CEI issued in the 1<sup>st</sup> Semester</i>					
	15. New applications for registration processed/ uploaded in OURS with "Released" status		FOs, TSSD	213 workers associations and 5 CBA registration processed  218 transactions were tagged as release in the OURS					
<b>Workers Organizations Development and Empowerment</b>									

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<b>Workers Organization and Development (WODP) Program</b>									
<b>WODP Trainings</b>	16. <u>75</u> number of union members/workers' association members participated (workers served) in the trainings	123,000.00 (ARO GAA)	FOs, TSSD	<b>25</b> union members and workers' association members in Western Pangasinan were trained					
<b>WODP Scholarships</b>	17. <u>1</u> individual provided with scholarship grants (workers served) -New: <u>1</u> -Ongoing: <u>0</u>		FOs, TSSD	For Completion					
<b>Labor and Employment Education Program</b>	18. <b>7,319</b> workers, employers, and students covered by LEES		FOs, TSSD	<b>8,692</b> workers, employers and students covered under the regular LEES activities.  <b>6,591</b> were reached thru social media (1,408 thru recorded webinars and 5,183 thru LEES videos uploaded)  <b>620</b> LEES eLearning Portal registrants and <b>491</b> completers.					
<b>Tripartism and Social Dialogue</b>									
Tripartism and Social Dialogue	19. <b>At least two (2)</b> Resolutions/Position Papers on labor and employment issues submitted to the NTIPC through the BLR	100,000.00 (ARO GAA)	FOs, TSSD	For Completion					
	20. RTMB Reports submitted to the NTIPC-MB through the BLR		FOs, TSSD	No endorsement received in the 1 <sup>st</sup> Semester					

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<b>Case Management</b>									
SpeED Cases: Labor Standards	21. <b>100%</b> of cases are disposed within PCT	414,000.00 (ARO GAA)	FOs, TSSD, MALSU	<b>32%</b> disposition rate or 195 cases disposed out of 607 with PhP1,768,266.02 as monetary restitution benefiting 2,767 workers					
SpeED Cases: Inter-Intra Unions Cases	22. <b>100%</b> of cases are disposed within the PCT (include actual figures in accomplishments)		FOs, TSSD, MALSU	No Inter-Intra Union cases					
	23. Online Consultative Meetings participated in by Mediator-Arbiters quarterly or bimonthly		MALSU	Participated in 100% of activities and consultations for Mediator-Arbiters					
<b>OUTCOME 3: SOCIAL PROTECTION FOR VULNERABLE WORKERS STRENGTHENED</b>	<b>5%</b> of livelihood projects still operational after two (2) years of grant								
<b>WORKERS PROTECTION AND WELFARE</b>									
<b>Livelihood and Emergency Employment</b>									
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)									
DOLE Integrated Livelihood Program (DILP)	24. <b>478</b> beneficiaries provided with livelihood assistance	15,313,000.00 (ARO GAA)  10,140,320.07 (2020 Bayanihan Fund)	FOs, TSSD	<b>835</b> beneficiaries provided with livelihood assistance  <i>2020 Continuing Bayanihan Fund: 788 beneficiaries provided with livelihood assistance</i>					

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	Q <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	25. <b>10%</b> of 478 DILP beneficiaries are parents/guardians of child laborers	2,500,000.00 Sin Tax (ARO GAA)	FOs, TSSD	<b>54</b> parents of children-at-risk provided with livelihood assistance					
Government Internship Program (GIP)/Tulong Panghanapbuhay sa Ating Disadvantaged Workers Program (TUPAD)	26. ( <b>Actual</b> ) beneficiaries assisted (beneficiaries served) (GIP)	323,988.56 Allocation to date (ACO GAA)	FOs, TSSD	<b>1,541</b> interns placed					
	27. ( <b>Actual</b> ) beneficiaries provided with temporary wage employment (beneficiaries served) (TUPAD)	470,288,825.00 Allocation to date (ACO GAA)  20,488,670.44 2020 Continuing Bayanihan 2	FOs, TSSD	<b>41,223</b> beneficiaries assisted  <i>2020 Continuing Bayanihan Fund:</i> 1,587 beneficiaries provided emergency employment assistance					
K-to-12 DOLE Adjustment Measures Program	28. <b>100%</b> of displaced teaching and non-teaching personnel with request assisted <b>within the process cycle time</b> (PCT) (3 days upon receipt of complete documents) (beneficiaries served)		TSSD	No application received					
<b>Welfare Services</b>									
Social Amelioration Program (SAP)  (in regions where applicable)	29. <b>100%</b> of Maternity Benefit Claims processed <b>within the prescribed process cycle time</b> (PCT) (include actual figures in accomplishments)		N/A <i>No Sugar Industry in Region 1</i>	Not applicable in RO1					
	30. <b>100%</b> of Death Benefit Claims processed <b>within the prescribed process cycle time</b> (PCT) (include actual figures in accomplishments)		N/A	Not applicable in RO1					



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					Q <sup>1</sup>	Q <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	31. (Actual) Number of establishments habitually employing more than 200 workers inspected by DOLE-Labor Inspectors assisted in setting up Family Welfare Committees (FWCs) <ul style="list-style-type: none"> <li>(Actual) number of workers of establishments habitually employing more than 200 workers inspected by DOLE-Labor Inspectors assisted in setting up Family Welfare Committees (FWCs) (beneficiaries served)</li> </ul>	150,000 (ARO GAA)	FOs, TSSD	For completion					
	32. (Actual) number of establishments with FWP assisted to enhance and/or strengthen the FWP implementation. <ul style="list-style-type: none"> <li>(Actual) number of workers in establishments with FWP enhanced or strengthened (beneficiaries served)</li> </ul>		FOs, TSSD	63 establishments assisted with 17,140 workers served					
Child Labor Prevention and Elimination Program	33. 6,843 child laborers profiled	3,140,456.00 (ACO GAA)	FOs, TSSD	1,757 child laborers profiled					
	34. 100% of child laborers profiled in 2021 are referred for necessary services			1,159 child laborers profiled referred to various services					
Wage Regulatory Program									
Two Tiered Wage System (Tier 1)	Tier 1								
	35. Wage Order issued in accordance with RA 6727 (as necessary) <ul style="list-style-type: none"> <li>98% / 41% of minimum wage rates above 2015 / 2018 poverty thresholds but not exceeding the average wage levels</li> </ul>	c/o RTWPB	RTWPB, TSSD, FOs	For completion (as necessary) For completion					

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					Q <sup>1</sup>	Q <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	36. <b>98%</b> of application for exemption resolved <b>within 45 days upon receipt</b>			For completion					
	<b>Tier 2</b>								
	37. Wage Advisory issued in accordance with RA 6727 (as necessary)			For completion (as necessary)					
<b>T3K</b>	38. 13,500 clients reached thru advocacy services			<b>15,335</b> clients reached thru advocacy services					
<b>NON-CORE INDICATORS</b>									
<b>SUPPORT TO OPERATIONS</b>									
<b>Monitoring of Programs</b>	1. <b>90%</b> disbursement of 2021 funds allocated		FOs, TSSD, IMSD	100% disbursement of funds allocated for the 1 <sup>st</sup> Semester					
	2. <b>GAD:</b> Utilized at least 5% of total budget for GAD activities by end of December 2021		FOs, TSSD	For completion					
	3. <b>100%</b> of reportorial requirements submitted to BLE <b>within prescribed period</b>		TSSD	<b>100%</b> of reportorial requirements submitted to BLE within the set deadline					
	4. 100% of reportorial requirements as previously submitted mailed/mailed to BWC. 1. Registration of Contractors 2. Construction Safety and Health Program 3. Report on Regularization of Workers 4. SpeEd Report 5. Technical Safety Inspection 6. Mechanical and Electrical Plans and Applications 7. Work-Alert		TSSD	<b>100%</b> of reportorial requirements submitted to BWC within the set deadline					

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					Q <sup>1</sup>	Q <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	5. <b>100%</b> 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	<b>100%</b> of reportorial requirements submitted to BLR within the set deadline					
	6. <b>100%</b> of reportorial requirements submitted to BWSC <b>within prescribed period</b>		TSSD	<b>100%</b> of reportorial requirements submitted to BWSC within the set deadline					
	7. <b>SEnA: 100%</b> of the following reportorial requirements submitted to SEnA Secretariat <b>on or before the 10<sup>th</sup> day of the reference month</b> : 1) SEnA database 2) SEnA Form 6 (Statistical Summary of SEnA RFAs/ <b>DOLE-QF-AA-01.01(E)</b> ) 3) SEnA Form 7 (Report Listing of SEnA RFAs / <b>DOLE-QF-AA-01.01(F)</b> ) 4) SEnA Form 8 (Cumulative Report of SEnA RFAs/ <b>DOLE-QF-AA-01.01(G)</b> ) 5) SEnA Form 9 (RFAs Involving Issues on Termination)		FOs, TSSD	<b>100%</b> of reportorial requirements submitted to NCMB					
Communication Program	8. Submitted to IPS a copy of approved Communication Plan of the RO for January to December 2020 <b>by 31 March 2021</b>		Information Officer	Submitted 2021 Communication Plan on January 13, 2021					
	9. Submitted to IPS at least <b>three (3)</b> Good News Stories and/ or Press Releases <b>by end of each month</b>		FOs, TSSD, Information Officer	<b>25</b> good news submitted to IPS					
	10. Disseminated <b>three (3)</b> Good News Stories and/ or Press Releases <b>by end of each month</b> in quad media			<b>25</b> news releases developed and disseminated					

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	11. Attended to <b>100%</b> of requests for TV /radio interviews			<b>30</b> TV appearances and radio guesting attended					
<b>Statistical Performance Reporting System (SPRS)</b>	12. Submitted through DPX the SPRS monthly report with provincial breakdown <b>within 10 working days after the reference month</b>		FOs, TSSD, Planning Officer	<b>100%</b> of validated SPRS Report submitted through DPX January - February 8 February – March 9 March - April 12 April – May 12 May – June 4 June – July 6					
<b>Gender and Development (GAD)</b>	13. Submitted to PS the 2021 GAD Annual Report <b>within 10 working days after the reference period</b>		Planning Officer	For completion					
Implementation of Quality Management System (QMS) aligned with International Organization for Standardization (ISO) Standards or Continuing ISO certification of Process/es and System/s	14. Sustained and enhanced the ISO 9001:2015 QMS and submitted reports on continual improvement activities and initiatives to FMS <b>on or before the 15<sup>th</sup> day of the month following the reference quarter.</b>		RQMR, FOs, TSSD, IMSD	<b>100%</b> of quarterly report submitted to FMS  1 <sup>st</sup> Quarter – March 14 2 <sup>nd</sup> Quarter – July 14					
<b>Citizens Charter/Anti-Red Tape Act (ARTA) Implementation/ 8888 Hotline</b>	15. 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.  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.		FOs, TSSD, IMSD, 8888 Focal Point System	100% of copies of 33 action taken on complaints/requests for assistance submitted to HRDS					

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	16. Achieved <b>no less than 75%</b> client satisfaction rating of at least Very Satisfactory on Quality of Services and Quality of Facilities and submitted reports to FMS <b>on or before the 15<sup>th</sup> day of the month following the reference month</b>			100% of monthly report submitted to FMS within the prescribed period.  January - February 11 February – March 9 March - April 7 April – May 3 May – June 14 June – July 6					
<b>GENERAL ADMINISTRATION AND SUPPORT SERVICES</b>									
<b>Strategic Performance Management System (SPMS)</b>	17. Submitted to PS through the PS official email and/or in print/hard copy the signed 2021 OPCR <b>within 10 working days</b> from receipt of the approved template for endorsement to the Secretary through the Cluster Head		Planning Officer	Submitted 2021 OPCR to PS on March 9, 2021					
	18. Submitted to PS through the PS official email and/or in print/hard copy the signed 2021 Reformulated OPCR <b>within 10 working days</b> from receipt of the approved template for endorsement to the Secretary through the Cluster Head		Planning Officer	For completion					
	19. Submitted to PS through the PS official email/DPX, or in print/hard copy, the signed 2021 OPCR with accomplishments as of 1 <sup>st</sup> semester <b>within 15 working days after the reference period</b>		Planning Officer	For completion					

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks																					
					Q <sup>1</sup>	Q <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>																						
	20. Submitted to PS through the PS official email/DPX, or in print/hard copy, the signed 2021 OPCR with accomplishments <b>within 15 working days after the reference period.</b>		Planning Officer	For completion																										
	21. Submitted to HRDS summary of IPCR ratings for 2020 <b>within 30 calendar days</b> upon receipt of approved OPCR ratings		HR Officer	Submitted 2020 Summary of IPCR rating on June 26, 2021																										
Financial Management	<p>22. <b>Funds Utilization</b></p> <table border="1" style="margin-left: 20px;"> <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>As of Q2</td> <td>50%</td> </tr> <tr> <td>As of Q3</td> <td>85%</td> <td rowspan="2">100%</td> </tr> <tr> <td>As of Q4</td> <td>100%</td> </tr> </tbody> </table> <p style="margin-left: 20px;"><i>Obligation Rate = <math>\frac{\text{Obligation}}{\text{Allotment}}</math></i></p>		Obligation Rate	Semestral Rate	Q1	15%	50%	As of Q2	50%	As of Q3	85%	100%	As of Q4	100%		FOs, TSSD, Accountant, Budget Officer	<p>As of June 30, 2021</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Obligation Rate</th> <th>Semestral Rate</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>3%</td> <td rowspan="2">43%</td> </tr> <tr> <td>Q2</td> <td>43%</td> </tr> </tbody> </table>		Obligation Rate	Semestral Rate	Q1	3%	43%	Q2	43%					
		Obligation Rate	Semestral Rate																											
Q1	15%	50%																												
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Q2	43%																													
	<p><b>Funds Accountability</b></p> <p>23. Submitted to FMS <b>not later than the 15<sup>th</sup> day of the following month after the reference quarter</b> the quarterly report on the following:</p> <ul style="list-style-type: none"> <li>• Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (SAAODB) using the FAR No. 1 template</li> <li>• Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (SAAODB) by Object of Expenditures using the FAR No. 1-A template</li> </ul>		Accountant, Budget Officer	<p>100% of quarterly reports submitted to FMS within the prescribed time</p> <p>1<sup>st</sup> Quarter – March 9 2<sup>nd</sup> Quarter – For completion</p>																										

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	<ul style="list-style-type: none"> <li>List of Allotment and sub-allotments using the FAR No. 1-B template</li> <li>Statement of Revenues and Other Receipts - FAR 5</li> </ul>								
	24. Submitted to FMS <b>not later than the 5<sup>th</sup> day following the reference month</b> the Monthly Report on Disbursements – FAR 4		Accountant	100% of monthly reports submitted to FMS within the prescribed period January - February 4 February – March 4 March - April 6 April – May 5 May – June 4 June – July 5					
	25. Submitted all the 2022 Budget Preparation (BP) forms to FMS on _____ for eventual submission to DBM. (per FMS Budget Advisory)  Note: Date of submission will be filled out once the DBM issues a circular on submission of 2022 BP forms.		Accountant, Budget Officer, Planning Officer	Submitted 2022 Budget Preparation Forms on March 28, 2021					
Financial Accountability of Selected Accounts	26. Submitted to IAS not later than the <b>20<sup>th</sup> day of the month following the reference quarter</b> (through online using Microsoft One Drive) status of cash advances with 100% settlement rate within the prescribed period for current year issuances and 100% settlement rate and/or requested for write-off by end of December 2021 for prior years' unliquidated cash advances: a) Advances to Officers and Employees		FOs, IMSD, TSSD Accountant	100% of quarterly reports submitted to IAS within the prescribed period  1 <sup>st</sup> Quarter – March 6 2 <sup>nd</sup> Quarter – July 2					

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	b) Advances for Operating Expenses (if applicable) c) Advances to Special Disbursing Officers (if applicable) d) Advances for Payroll								
Compliance to COA Observations	27. Submitted quarterly Report of Actions Taken (through online using Microsoft One Drive) on 100% Compliance to COA Recommendations contained in the 2020 DOLE-CAAR & Prior Years to IAS <b>not later than the 10<sup>th</sup> day of the month following the reference quarter</b>		FOs, IMSD, TSSD Accountant	100% of quarterly reports submitted to IAS within the prescribed period  1 <sup>st</sup> Quarter – March 6 2 <sup>nd</sup> Quarter – July 6					
Compliance to Internal Audit Observations	28. Submitted Report of Actions Taken on Internal Audit/Validation/ Assessment Recommendations to IAS (through online using Microsoft One Drive) <b>within the prescribed period contained in the Audit Report and/or IAS Memorandum</b> (as applicable) and the succeeding IAS evaluation of Actions Taken for the Audit. usually within 30 days upon receipt of the report/memo]		FOs, IMSD, TSSD Accountant	No Internal Audit/Validation/Assessment conducted by IAS in the 1 <sup>st</sup> Semester					
Reporting of Key Frontline Services Accomplishments of DOLE-CO, ROs, POLOs and Attached Agencies	29. Submitted to IAS monthly accomplishment report (through online using Google Sheet) in the delivery of the Key Frontline Services aligned with RA 11032's prescribed Process Cycle Time (PCT) as declared in the DOLE Citizen's Charter and consistent with SPRS or similar reports monthly – <b>not later than the 10<sup>th</sup> day of the month</b>		Planning Officer/TSSD	100% of monthly KFS reports submitted to IAS google sheet within the prescribed time January - February 17 February – March 10 March - April 8 April – May 10 May – June 4 June – July 5					



Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	Q <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
DOLE Freedom of Information	30. Submitted to IAS quarterly report on the compliance to Freedom of Information (FOI) on the following dates: <ul style="list-style-type: none"> <li>• 15 April</li> <li>• 15 July</li> <li>• 15 October</li> <li>• 15 January</li> </ul>		FOs, TSSD, IMSD, LIO	100% of quarterly reports submitted to IAS within the prescribed period  1 <sup>st</sup> Quarter – March 7 2 <sup>nd</sup> Quarter – July 6					
HRD Interventions	<b>Recruitment and Selection</b>								
	31. Submitted Report on Filling-up to HRDS indicating the recommendations of vacant positions where the Secretary is the appointing authority <b>before end of December 2021.</b> (Note: At least 50% of positions vacated due to separation should have been filled-up within 120 calendar days from date of vacancy.)		HR Officer	For completion					
	32. Submitted to the HRDS monthly report on Personnel Complement and Outsourced Workers <b>two (2) working days after the reference month:</b> <ul style="list-style-type: none"> <li>• Personnel Complement and Outsourced Workers</li> </ul>		HR Officer	100% of monthly reports submitted to HRDS ahead of time/within the prescribed period January - January 29 February – February 24 March - March 31 April – April 30 May – June 2 June – June 30					
	33. Submitted Notice of Separation (resignation letter, notice of transfer, etc.) for Foreign Nationals Labor Inspectors (FNLIs) to HRDS <b>every 15<sup>th</sup> day of the month.</b>		HR Officer	100% of monthly reports submitted to HRDS within the prescribed period January - April 13 February – April 13					

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	Q <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
				March - April 13 April – April 16 May – June 2 June – July 13					
	<b>Capacity Building</b>								
	34. Submitted to HRDS Regional Training Plan for 2021 (involving regional offices heads and personnel) on November 27, 2020		HR Officer	2021 Training Plan submitted on December 4, 2020					
	35. Submitted to HRDS 2021 Annual Regional Training Accomplishment Report by end of November 2021		HR Officer	For completion					
<b>Transparency Seal Compliance</b>	36. 100% compliance with Transparency Seal requirements in accordance with the General Appropriations Act (GAA), IATF Memorandum and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority with the following schedule: Date of On-line Checking • Q1- April 15, 2021 • Q2 – July 15, 2021 • Q3- September 25, 2021 • Q4- March 15, 2022		FOs, TSSD, IMSD	Complied 100% to Transparency Requirements posted at DOLE-RO1 website					
<b>Preventive Maintenance (PM) on DOLE IT Equipment</b>	37. Submitted to PS Preventive Maintenance Assessment Report <b>within October 2021</b>		FOs, TSSD, IMSD, Information System Analysts	For completion					
<b>Annual Procurement Plan (APP)</b>	38. Submitted to Administrative Service at <a href="mailto:procure100@gmail.com">procure100@gmail.com</a> of Proof of Compliance of Submission of <b>2022 APP for CSE</b> to DBM-PS <b>on or before</b>		FOs, IMSD, TSSD , Supply Officer	For completion					

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	Q <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>December 01, 2021</b> and posted in the Transparency Seal of ROs respective offices (as per AO 25 MC No. 2020-1 dated June 02, 2020)								
	39. Submitted to Administrative Service at <a href="mailto:dolecentralofficebacsec@gmail.com">dolecentralofficebacsec@gmail.com</a> of Proof of Compliance of Submission of FY 2021 APP for Non-CSE (both in Microsoft Excel and PDF formats) to GPPB APP Monitoring email address: <a href="mailto:app@gppb.gov.ph">app@gppb.gov.ph</a> on or before 22 March 2021 and posted in the Transparency Seal of ROs respective offices (as per AO 25 MC No. 2020-1 dated June 02, 2020 and GPPB Resolution No. 11-2020 and GPPB Circular No. 02-2020)		IMSD, Supply Officer	Submitted proof of compliance on March 24, 2021 to AS					
<b>Property, Plant and Equipment Monitoring</b>	40. Submitted to AS the Report on Actual Physical Count of Property, Plant, and Equipment (RPCPPE) for CY 2020 in soft copy (MS Excel spreadsheet file) to <a href="mailto:procure100@gmail.com">procure100@gmail.com</a> after completion of physical stock taking the accomplished printed copy of the RPCPPE <b>not later than the end of March 2021</b>		IMSD, Supply Officer	Submitted CY 2020 RPCPPE to AS on March 25, 2021					

**AVERAGE RATING**

Category	Program		Rating			
<b>Core Indicators</b>						
<b>Non-Core Indicators</b>						
<b>Total Overall Rating</b>						
<b>Final Average Rating</b>						
<b>Adjectival Rating</b>						

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

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