

**Department of Labor and Employment
International Labor Affairs Bureau**

**Accomplishment Report
January- December 2013**

A. MAJOR FINAL OUTPUTS (MFOs) OPERATIONS

MFO 1: LABOR POLICY SERVICES

Activity 1 : Policy formulation, program planning and development of standards for the promotion of international labor affairs.

- a. Formulated Guidelines to be observed on the Department's participation/attendance to international conferences, meetings, seminars and trainings (A.O. No. 27 series 2013).
- b. Provided input to the Joint Circular prepared by DFA to Strengthen Services On-site under the One Country Team Approach.
- c. Drafted proposed Memorandum Circular on Convention 94 (Labour Clauses in Public Contracts).

Activity 2: Policy formulation, program planning and formulation of guidelines and procedures for the operation of Philippine Overseas Labor Office (POLOs) and Migrant Workers and Overseas Filipino Resource Centers (MWOFRCs).

- a. Spearheaded the formulation of Manual of Operation, Policies and Guidelines for the Philippines Overseas Labor Office (POLO) (A.O. No. 168 series 2013).
- b. Spearheaded the formulation of Guidelines on measures to enhance and strengthen the operation of the POLOs and Migrant Workers and Overseas Filipinos Resource Centers (MWOFRC) (A.O. 262 s. 2013 and A.O. No. 262A).

B. SUPPORT TO OPERATIONS

Program 1: *Technical support services to promotion of international labor affairs.*

Activity 1: Monitoring compliance with Philippine ratified and un-ratified Conventions and other international agreements concerning labor and migrant workers.

- a. Prepared, in coordination and consultation with concerned agencies/offices, Philippine reports on un-ratified **(2)**, and ratified **(8)** ILO Conventions and ILO

Recommendations and submitted to ILO in Geneva in compliance with Articles 19 and 22 of the ILO Constitution.

Un-ratified Conventions and Recommendations:

1. Minimum Wage Fixing Convention, 1970 (No. 131)
2. Minimum Wage Fixing Recommendation, 1970 (No. 135)

Ratified Convention

1. Forced Labor Convention, 1930 (No. 29);
2. Abolition of Forced Labor Convention, 1957 (No. 105);
3. Plantation Convention, 1958 (No. 110);
4. Nursing Personnel Convention, 1977 (No. 149);
5. Minimum Age Convention, 1973 (No. 138);
6. Worst Forms of Child Labor Convention, 1999 (No. 182);
7. Seafarers' Identity Documents Convention (Revised), 2003 (No. 185); and
8. Maritime Labor Convention (Progress report).

- b. Prepared, in consultation with concerned agencies, Philippines' response to the ILO's Survey Questionnaires on Work in Fishing Convention (C188) and Strengthening Action to End Forced Labor; and Transitioning from the Informal to the Formal Economy.
- c. Prepared and transmitted to DFA the ratification document for ILO Convention on the Promotional Framework for Occupational Safety and Health (C187).
- d. Conducted advocacy activities which aim to address the gaps in the PH implementation both in law and in practice of the Convention 94 (Labor Clauses in Public Contracts):
 - Conducted technical briefing session for DOLE agencies on the scope and content of the Convention, July 30.
 - Conducted National Tripartite Conference on Convention 94, Oct. 8.
 - Coordinated with the Government Procurement and Policy Board (GPPB) and lobbied for the issuance of Memorandum Circular that will address the gap in the PH implementation of C94.

Activity 2: Providing technical support in the preparation of Philippine/DOLE position paper/statement in compliance with the obligations/commitments of membership in international/regional bodies (i.e. UN, ILO, IMO, IOM, ASEAN, APEC, ASEM, APO, OECD, GFMD etc.).

- a. Prepared and submitted to DFA the cost benefit analysis of the Philippines' contributions to the ILO.
- b. Provided inputs to technical documents (PH position paper/intervention, presentation) for the Philippine Delegation's participation in the following meetings/conferences:
 - i. 9th ASEAN Senior Labor Officials Meeting (SLOM), and 11th ASEAN SLOM plus 3 (14-16 May);
 - ii. International Labor Conference (ILC) in Geneva, 4-20 June;
 - iii. High Level Dialogue on International Migration and Development, 3-4 Oct.;
 - iv. 2013 Global Forum on Migration and Development (GFMD) Thematic Meetings;
 - v. 57th Session of the UN Commission on the Status of Women in New York, 4-15 March;
 - vi. Consultation on Abu-Dhabi Dialogue; and
 - vii. 4th Global Meeting of Chairs and Secretaries of Regional Consultative Processing on Migration (RCPs).
- c. Participated in inter-agency meetings **(29)** concerning Philippine international commitments/obligations/technical cooperation programs.

Activity 3: Providing support on the forging of bilateral labor agreements (BLAs) and other labor cooperation activities.

- a. Provided administrative and technical support, as member of the DOLE BLA-TWG, for reviewing, formulating position paper, and negotiating BLA between the Philippines and other countries resulting in the signing of five **(5)** BLAs:
 - (1) PH-Federal Republic of Germany on Agreement Concerning the Placement of Filipino Health Care Workers;
 - (2) PH-KSA Agreement on Domestic Worker Agreement;
 - (3) DOLE-KOSHA Arrangement for Technical Cooperation;
 - (4) PH-Saskatchewan, Canada MOA concerning Co-operation in Human Resource Deployment and Development; and
 - (5) PH-Papua New Guinea Memorandum of Agreement on Labor Cooperation.

BLAs under negotiation/preparation

Participated in meetings and provided administrative support and technical inputs (as member of the TWG) relative to the on-going review/negotiation of proposed BLAs/technical cooperation programs **(20)**:

- i. PH-Korea Memorandum of Understanding on the Employment Permit System;
- ii. PH-Maldives MOA on Labor Cooperation;
- iii. PH-Brunei MOA on Labor Cooperation;
- iv. PH-India MOU on Exchange Information on Migrant Workers;
- v. PH-Palau MOA on Labor Cooperation;
- vi. PH-UAE MOA on Labor Cooperation;
- vii. PH-Italy on Labor Cooperation Agreement;
- viii. PH-Canada JCBC Agreement;
- ix. PH-Sweden Bilateral Agreements;
- x. PH-Germany on Social Security;
- xi. PH-Germany Agreement on Gainful Occupation for Members of the Families of a Diplomatic Mission or Career Consular Post;
- xii. PH-EU Financing Agreement on Improving the International Migration Management System of the Philippines;
- xiii. PH-Bahrain MOU in the Field of Labor and Vocational Training;
- xiv. PH-Kuwait MOU on the Recruitment and Employment of Filipino HSWs;
- xv. PH-Israel- G2G Labor Agreement on the Recruitment of Filipino Caregivers;
- xvi. PH-UK High Level Meeting;
- xvii. PH-Norway Bilateral Consultation;
- xviii. PH-Mongolia Policy Consultations (exchange of information);
- xix. PH-Pakistan Policy Consultations (exchange of information);
and
- xx. PH-Iraq Implementing Protocol relating to Mobilization of Manpower.

Activity 4: Coordinating/facilitating the Philippine/DOLE participation in international conference/meeting/dialogue/seminar/ workshop/short-term training/study visit/tour/mission abroad in compliance with its commitments to ASEAN, APEC, ILO and other regional consultative process.

- a. Provided administrative and technical support to DOLE officials/officers **(54)** and social partners **(8)** attending meetings/conferences/forums/seminars/workshops **(58)**.
- b. Provided inputs, in coordination with other agencies, on the substantive and administrative concerns of the working visit of the Secretary as visiting minister to the International Labor Conference (June 4-20); and as head of the Philippines Delegation to the High Level Dialogue on Migration and Development (Oct. 2-4).

Activity 5: Facilitating visits of foreign labor officials/dignitaries and organization/hosting of international events/fora for enhanced labor relations and cooperation.

- a. Provided technical and administrative support (e.g. briefing materials/talking points, protocol service) relative to the call on the Secretary and the Undersecretary by foreign officials and dignitaries **(18)**.
- b. Coordinated and facilitated study tours **(3)** involving delegations from Myanmar, Afghanistan and India.

Program II: Technical support services to the Philippine Overseas Labor Offices (POLOs) and the Migrant Workers Overseas and Filipinos Resource Centers (MWOFRCs)

Activity 1: Providing capacity building support for the POLOs

- a. Spearheaded and provided technical and administrative assistance in the conduct of capacity building and competency enhancement **(6)** activities for Labatts, Welfare Officers and Administrative Staff:
 - Development of training module for the immersion program of new Labatts, Administrative Staff and Welfare Officers;
 - Immersion Program on ILAB's programs and functions (FLOIS, SPRS);
 - 2nd and 3rd Debriefing/Learning Sessions with Labor Attaches, 25 April and 24 July;
 - Labor Attaches Workshop on Benchmarking and Standardization of Wages for Skilled and Semi-skilled Workers (Including Fishermen) (22 May 2013);
 - Gender Sensitivity Training-Workshop for POLO Personnel for Deployment, 30-31 August; and
 - Orientation Course on the Prevention of Sexual Exploitation and Abuse, 23 Oct.
- b. Prepared Report of Proceedings on the conduct of 2012 POLO Conference held in December 2012.
- c. Prepared Memorandum on the conduct of an internal Gender Sensitivity Training at Post in line with A.O. 262 and 262-A s. 2013 and provided a copy of Handbook on Gender and Development to POLOs as training reference.

- d. Facilitated the conduct of activities for the upgrading of Labatt's employment status:
 - EU-ICMPD Evaluation Session with Europe-deployed Labatts; and
 - Series of meetings of TWG for the formulation of justification proposing the re-classification/upgrading of the rank and salary grade of Labatts.

Activity 2: Providing support on the personnel, financial and administrative requirements of POLOs and MWOFRCS

- a. Participated, as member of the DOLE Screening and Selection Committee, in the establishment of manpower pool of qualified and trained POLO officers based on new deployment guidelines and pre-departure training curriculum for POLO officers.
 - Screened (jointly with Selection Committee) applicants for Labor Attaches I and II.
 - Facilitated the deployment requirements of **15** Labatts and **10** Administrative staff; recall/end-of-tour of **11** Labatts, and transfer of **3** labatts.
 - Facilitated the revalidation of passports of Labor Attaches, administrative Staff and dependents.
- b. Reviewed/Endorsed to HRDS the POLOs' requests pertinent to personnel matters (e.g. application for leave, SALN, OPCR/IPCR, retirement, resignation).
- c. Processed 12 months financial (*liquidation, replenishment, payment of overseas allowances and service fees, fidelity bonds, relocations, rentals, closure and transfer of office*) requirements of **36** POLOs and **20** MWOFRCS (involving 49 Labatts, 37 Administrative Staff, 63 Local Hires).
- d. Prepared travel authority of Labatts who travelled outside of their posts of assignment.
- e. Evaluated and processed employment contracts of **63** local hires of POLOs.
- f. Coordinated and endorsed to appropriate agencies, POLOs requests for assistance relative to their implementation of DOLE's programs and services.
- a. Documented work processes and procedures on center management, case management, repatriation of OFWs, verification of employment documents

and issuance of overseas employment certificates geared towards ISO certification of systems and procedures.

- b. Provided administrative and technical support (e.g. coordination, drafting of minutes, affidavits/pleadings, replies to various issues and concerns and other communications) relative to the Senate and Congress Hearing on the alleged "Sex-for-Flight Scheme and other issues and concerns raised by the Congressmen and Senators during budget hearings.

Activity 3: Monitoring/Evaluating performance of POLOs

- a. Reviewed 2012 Annual Accomplishment Reports of 36 POLOs.
- b. Prepared 2012 SPRS Summary Report.
- c. Monitored monthly submission of SPRS on-line by all POLOs (January to November 2013).
- d. Prepared Assessment Report on POLOs Performance based on SPRS national target and prepared Mid-Year POLO Performance Report.
- e. Reviewed/Consolidated/Endorsed to Congress the 2012 (2st Sem) Report to Congress.
- f. Provided inputs to the Philippine LEP Results Matrix (2011-2016)
- g. Prepared Office Performance Indicator Framework (OPIF) POLO Targets
- h. Submitted progress report as required by PS, FMS and ILS.

Program III: Management information services

Activity 1: Implementation of Foreign Labor Operations Information System (FLOIS)

- Prepared and submitted the proposal for the pilot testing of FLOIS on-site and conducted series of meetings preparatory to the conduct of pilot testing. FLOIS is installed and pilot tested at POLOs in Europe and Malaysia.
- Conducted DOLE-FLOIS Systems Administrators' and Trainors' Training for the Full Deployment and Implementation of the System.
- Conducted FLOIS training (with financial support from ILO) for DOLE Overseas Personnel in Europe.

Activity 2: Coordinating external communication/media relations

- Coordinated with LCO on media releases of flash reports **(6)** and good news **(3)** from POLOs and relevant international labor front.

Program IV: General administration and management services.

Activity 1: Providing planning and programming services

- a. Participated in the Cluster Corporate Planning and DOLE-wide Corporate Planning conducted in Legazpi and Cebu City respectively.
- b. Conducted ILAB's Mid-year Performance Assessment.
- c. Prepared reports on ILAB's accomplishments, commitments, work and financial plans, budget proposal per program and item of expense, and submitted to concerned Offices (PS, AS, FMS)
- d. Prepared ILAB's reports concerning personnel (Training Plan) and submitted to HRDS.
- e. Prepared the required QMS documentary requirements and submitted to IAS.
- f. Prepared ILAB's competency standard and submitted to HRDS.
- g. Prepared ILAB's 2014 PPMP, 2014 Monthly Disbursement Program.
- h. Prepared Gender and Development Plans and Accomplishments.

Activity 2: Filling-up of vacant position

Facilitated the processing and filling-up of vacant positions for LEO III and Chief LEO.

Activity 3: Capacity Building for ILAB staff

- a. Participated in the conduct of Quality Management System Trainings/Orientations/Workshops in line with the DOLE's preparation for the ISO certification as follows:
 - Quality Management System (QMS) Refresher Course/Workshop on 12-13 Feb. 2013;
 - Training on Internal Quality Audit, Feb. 27;
 - Executive Awareness Course, Feb. 25;
 - Root Cause Analysis;
 - Series of Workshops on Competency Development.
- b. Conducted Training on Gender and Sensitivity and Report Evaluation (10-11 June).

Activity 3: Providing support for office maintenance and up-keeping.

- Continuing implementation of DOLE GODP.
- Submitted GODP Work-plan and monthly reports to AS.
- Briefed/informed ILAB staff on safety measures.
- Ensured sufficient supplies for ILAB operations.
- Conducted tree planting.

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