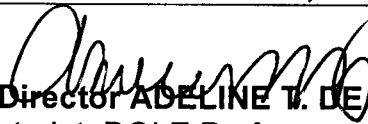


<b>PS Advisory No.</b>	2014 –
<b>FOR:</b>	<b>Director Dominique R. Tutay, BLE</b> <b>Director Catherine Z. Legados-Parado, BWC</b> <b>Director Ahmma Charisma L. Satumba, BWSC</b> <b>Director Chona M. Mantilla, NRCO</b> <b>Director Benjo Santos M. Benavidez, BLR</b> <b>Director Saul T. De Vries, ILAB</b>
<b>FROM:</b>	 <b>OIC-Director ADELINE T. DE CASTRO</b> Secretariat, DOLE Performance Management Team
<b>SUBJECT:</b>	<b>Approved 2014 Reformulated Office Performance Commitment and Review (OPCR)</b>
<b>DATE:</b>	24 November 2014
<p>We are pleased to provide you with the copy of your reformulated OPCR for 2014 as approved by the Secretary. This will serve as the basis in assessing your agency performance for 2014, as well as in the preparation of the Individual Performance Commitment and Reviews (IPCRs) of your respective personnel.</p> <p>For reference.</p> <p>Thank you and warm regards.</p>	
<b>ATTACHMENT</b>	As Stated

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

**REFORMULATED OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)**  
 (Priorities/Targets – CY 2014)

I, **SAUL T. DE VRIES**, International Labor Affairs Bureau (ILAB) 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, 2014**.

**RATING SCALE**

- |                       |  |
|-----------------------|--|
| 4 – Outstanding       | - Meeting the success indicators       |
| 3 – Very Satisfactory | - 90% to 89% of the success indicators |
| 2 – Satisfactory      | - 80% to 89% of the success indicators |
| 1 – Unsatisfactory    | - 79% or below the success indicators  |

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
<b>A. MFO 1. LABOR POLICY SERVICES MOOE = 3.928 M [ Fixed = 1.126 Variable = 2.802 M ] PS= _____</b>							
<b>1 Policy Development and Advocacy On Philippine International Labor Affairs Commitments and Obligations PHP 570,000 (part of MOOE)</b>							
1.1 Policy formulation, program planning and development of standards for the promotion of international labor affairs	<ul style="list-style-type: none"> <li>Formulated Guidelines on DOLE's Participation in International Fora and Technical Cooperation Activities. Submitted to the Secretary for approval by EO Dec.</li> <li>Formulated Guidelines on POLO Contingency/ Crisis Management, and submitted to the Secretary for approval by EO Nov.</li> <li>Formulated Guidelines on Re-entry plan for returning Labatts EO of Nov.</li> </ul>	<p>Php 35,000</p> <p>Php 100,000</p> <p>Php 10,000</p>	<p>APLAD in coordination with other divisions</p> <p>Focal- MEALAD, AELAD, APLAD</p> <p>Focal-MEALAD APLAD, AELAD</p>				

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
	<ul style="list-style-type: none"> <li>Joint Manual of Operation in Providing Assistance to Migrant Workers and Other Filipinos Overseas (EO Nov).</li> <li>Formulated Guidelines on Transforming the Migrant Workers and Other Filipinos Resource Centers into Centers of Care and Excellence for Overseas Filipino Workers (EO Nov.)</li> </ul>		Focal - AELAD				
1.2 Philippine compliance report on ratified and un-ratified ILO Conventions	<ul style="list-style-type: none"> <li>Complied 100% of reporting obligations of the Philippines to the ILO through coordination and/or consultation with appropriate agency/organization and submission to ILO in accordance with Articles 19 and 22 of the ILO Constitution: <ul style="list-style-type: none"> <li>o Ratified Convention by EO Sept. 2014</li> <li>o Un-ratified Convention by February 28, 2014</li> </ul> </li> <li>Conducted Consultation/Workshop on Labor Standards Reporting (DomWork Convention, No. 189; and Maritime Labor Convention, EO July.</li> </ul>	Php 50,000	IRCD				
1.3 Advocacy on ILO Conventions	<ul style="list-style-type: none"> <li>Conducted advocacy activities on ILO Conventions: <ul style="list-style-type: none"> <li>- promote issuance of appropriate instrument which will align our national laws with Convention 94</li> <li>- promote ratification of C151</li> <li>- Submitted to DFA the ratification Documents by EO July</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Php 110,000*</li> <li>Php 55,000</li> <li>Php 90,000*</li> </ul>	IRCD				

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
1.4 Bilateral Labor Agreements (BLAs)	<ul style="list-style-type: none"> <li>Complied 100% participation/ submission of inputs required, as a member of the BLA TWG.</li> <li>Provided 100% secretariat support to the DOLE-BLA Steering Committee.</li> </ul>	Php 50,000	Focal -APLAD, AELAD, IRCD MEALAD				
1.5 Philippine compliance in international meetings and technical programs	<ul style="list-style-type: none"> <li>Complied 100% with international labor commitments, obligations and required documentation thru support (technical and administrative) to DOLE:</li> </ul> <p>Participation in international meetings and technical programs as scheduled (e.g. ILO, UN, GFMD, IOM, IMO, OECD, APEC, ASEM, ASEAN). (List of scheduled meeting is attached).</p> <p>Hosting of the 4<sup>th</sup> ASEAN Labor Inspection Conference (3-4 July 2014)</p> <p>Submitted inventory of all international events participated by DOLE officials and employees and their compliance with post report requirements (every 15<sup>th</sup> day following the reference quarter)</p>	Php4,077,000** Php 250,000  Php 281,000*	APLAD, AELAD, MEALAD, IRCD  Focal: APLAD  Focal - APLAD in coordination with AELAD, IRCD MEALAD				
2. Technical Support Services to 36 Philippine Overseas Labor Offices (POLOs) and 20 Migrant Workers Overseas and Other Filipinos Resource Centers (MWOFRCS)							
2.1 DOLE/LAB Convergence Program	<ul style="list-style-type: none"> <li>Submitted quarterly update on POLOs implementation of Reintegration Program to NRCCO (every 15<sup>th</sup> day following the reference quarter).</li> </ul>		MEALAD, AELAD, APLAD				

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
	<ul style="list-style-type: none"> <li>Submitted Semi-Annual Labor Market Assessment Report to POEA (EO May and EO Oct).</li> <li>Provided 100% technical support in the implementation of Assist Well Program.</li> </ul>		MEALAD, AELAD, APLAD				
2.2 POLO Manpower Pooling/ Capacity Building	<ul style="list-style-type: none"> <li>Provided 100% technical assistance in the selection and deployment of POLO officers/staff based on new deployment guidelines and pre departure training curriculum for POLO officers.</li> <li>Conducted immersion training for POLO officers/staff (100%) scheduled for departure.</li> <li>Conducted POLO Command Conference by EO Dec.</li> </ul>	Php 50,000  Php 135,000  Php 215,000*	MEALAD  AELAD, APLAD, MEALAD, IRCD  AELAD, APLAD, MEALAD, IRCD				
2.3 Report on POLO Performance	<ul style="list-style-type: none"> <li>100% compliance with statistical performance monitoring reports as required under POLO Joint Monitoring and Reporting System (AO 189-11): <ul style="list-style-type: none"> <li>POLO SPRS Summary Reports submitted to Planning Service within the period prescribed: <ul style="list-style-type: none"> <li>Monthly update on Wards</li> <li>Mid-year Performance Report (current year) by EO of July 2014</li> <li>Annual Performance Report (previous year) by EO</li> </ul> </li> </ul> </li> </ul>	Php 50,000	APLAD, AELAD, MEALAD/ SPRS Focal Person				

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
	<p>January 2014</p> <ul style="list-style-type: none"> <li>DOLE's Report to Congress on overseas operations as required under RA 10022 submitted to Congress by 31 May 2014 (the 2<sup>nd</sup> Semester 2013 Report) and by 31 October 2014 (the 1<sup>st</sup> semester 2014 Report).</li> </ul>	Php 40,000	APLAD, AELAD, MEALAD / ILAB Focal Person				
2.4 Financial and Administrative Support to POLOs and MWOFRCs	<ul style="list-style-type: none"> <li>Acted on (CSW) the requests of POLOs within 3 days for simple and within 10 days for complicated financial, personnel and administrative matters and referred to concerned offices i.e. FMS, HRDS, Adm Service for their appropriate action.</li> </ul>	Php 220,000	APLAD, AELAD, MEALAD / ILAB's Finance Unit				
<b>3. Management Information Services MOOE = 345,000 (Part of MOOE)</b>							
3.1 Foreign Labor Operations Information System (FLOIS)	<ul style="list-style-type: none"> <li>Installation and pilot testing of FLOIS in: <ul style="list-style-type: none"> <li>Middle East: Oct. - Dec.</li> <li>Asia: Aug - Sept.</li> </ul> </li> <li>Formulated Foreign Labor Operation Information System (FLOIS) Operations Manual, and submitted to the Secretary for approval by EO Oct.</li> </ul>	<p>Php 3.5 M* (Labatt fund)</p> <p>Php 300,000</p> <p>Php 20,000</p>	<p>FLOIS Program Manager - MEALAD AELAD APLAD</p> <p>ILAB FLOIS Program Manager</p>				
3.2 Information, Education and Communication (IEC)	<ul style="list-style-type: none"> <li>Prepared/Updated IEC materials (e.g. Q &amp; As, Advisories) for dissemination with clients and</li> </ul>	Php 45,000	ILAB Focal Person (AELAD)				

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
	posting at ILAB website (as needed)						
<b>B. SUPPORT TO OPERATIONS Php 520,000 (MOOE)</b>							
1 Support to Policy Development	<ul style="list-style-type: none"> <li>Submitted LEP Progress Report to ILS not later than 15<sup>th</sup> day of May (covers accomplishment in the previous year)</li> </ul>	Php 45,000	All Divisions / Designated Planning Officer				
2. Performance Accountability Reports	<ul style="list-style-type: none"> <li>Submitted monthly performance monitoring report (OPCR-MFO indicators) every 5<sup>th</sup> working day after the reference month to PS.</li> <li>Submitted quarterly Assessment Report on Planning Tool enrolled programs to PS every 10<sup>th</sup> of the month following the reference quarter.</li> </ul>		Planning Officers in coordination with all Divisions				
3. Communication Program (good news reporting)	<ul style="list-style-type: none"> <li>Submitted to LCO at least three (3) good news every month.</li> <li>Developed/disseminated at least three (3) press releases every month.</li> <li>Attended to 100% of request for TV appearance/radio guesting</li> </ul>	Php 16,000	All Divisions/ AELAD Focal Person				
4. Gender and Development	<ul style="list-style-type: none"> <li>Submitted to PS GAD Plan for 2015 by end of March 2014</li> <li>Submitted 2014 GAD annual report to BWSC 1<sup>st</sup> week of December 2014</li> </ul>	Php 342,000	Focal - APLAD				

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
	<ul style="list-style-type: none"> <li>Submitted the reformulated 2014-2015 GAD Plan not later than 30<sup>th</sup> June 2014 to BWSC.</li> <li>Submitted 2016 GAD Plan to BWSC not later than 30<sup>th</sup> day of October of the current year.</li> </ul>						
5.	<p>Establishment of Quality Management System (QMS) aligned with International Organization for Standardization (ISO) or continuing ISO certification of Process/es.</p> <ul style="list-style-type: none"> <li>Documented and enrolled process/es for ISO certification into Procedure Manual/s (and Work Instructions Manual/s, as may be applicable) and submitted to FMS not later than the 5<sup>th</sup> working day after the scheduled conduct of final walkthrough review in QMS meeting/s held for the purpose.</li> </ul>	Php 117,000	Focal - AELAD (QMS Team) MEALAD, APLAD, IRCD				
<b>GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS) Php 872,000 (MOOE)</b>							
1. Integrity Development Program	<ul style="list-style-type: none"> <li>Monitored the status of complaints and cases filed against officials and employees of the office and submitted complete report to the Legal Service not later than the 5<sup>th</sup> day of the month after the reference quarter.</li> <li>Submitted to the HRDS the DOLE EIDP Semestral Report (Form C) within 10 days after the reference semester.</li> <li>Implemented 100% the EIDP programs/projects as scheduled</li> <li>Submitted 100% of SALN to HRDS end of March 2014</li> </ul>		ILAB-HRMO Designate (Office of the Director)				



MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
2. Strategic Performance Management System (SPMS)	<ul style="list-style-type: none"> <li>Submitted to Planning Service Reformulated OPCR not later than 30 August 2014 (covers the current year)</li> <li>Submitted to Planning Service 2014 OPCR Accomplishment Report as of Nov. 30 not later than 30 Nov.</li> <li>Complied 100% with the preparation and submission of IPCR 2014 (commitments) to the Office PMT 30 calendar days after receipt of approved OPCR commitments.</li> <li>Submitted to HRDS summary of IPCR rating sixty days after the end of each rating period or upon receipt of the OPCR rating whichever come earlier (covers accomplishment in the previous year)</li> </ul>	Php 50,000	<p>Designated Planning Officers in coordination with all Divisions</p> <p>All ILAB Staff/Division Chiefs</p> <p>HRMO designate</p>				
3. Financial Management	<p><b>Funds Utilization</b></p> <ul style="list-style-type: none"> <li>Utilize 25% every quarter of the allotted funds for priority programs/projects/activities (P/P/A) and commitments of the Department under the PLEP (2011-2016)</li> <li>*Obligations BUR (ratio of total obligations to total releases) = Obligation/Allotment</li> <li>Utilized 100% of the Notice of Cash Allocation (NCA) for priority</li> </ul>	Php 200,000	Focal - ILAB Finance Unit AELAD, MEALAD, APLAD				

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
	<p>programs/activities/projects (P/A/Ps) and commitment of the Department under the Philippine Labor and Employment Plan (PLEP) (2011-2016):</p> <ul style="list-style-type: none"> <li>➤ * Disbursement BUR (ratio of total disbursements (cash and non-cash excluding personal services) to total obligations) = NCA/Obligation</li> <li>*Both ratios are for Maintenance and Other Expenses (MOOE) and Capital Outlays (CO).</li> </ul> <p><b>Funds Accountability</b></p> <ul style="list-style-type: none"> <li>• Liquidated/settled cash advances within the corresponding rate per selected account and within the prescribed period for the following accounts: <ul style="list-style-type: none"> <li>- Account 148 (Cash Advances to officials and employees) by 90% for prior and current years;</li> <li>- Account 104 (petty cash fund) by 100%.</li> </ul> </li> <li>• Submitted status report on 100% compliance on action taken on COA recommendations to IAS not later than 15 days after the reference quarter. <ul style="list-style-type: none"> <li>- Audit Observation Memorandum</li> <li>- Notice of Suspension</li> </ul> </li> </ul>						

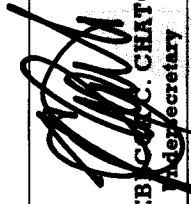
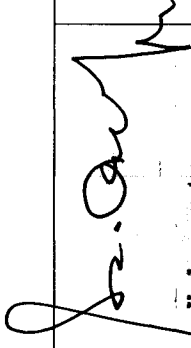
MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
4. HRD Interventions	<ul style="list-style-type: none"> <li>- Notice of Disallowance</li> <li>- Notice of Charge</li> <li>- Annual Audit Report/ Management Letter</li> </ul> <p><b>Recruitment and Selection</b></p> <ul style="list-style-type: none"> <li>• Filled up 80% of vacant position as of March 30, 2014 by end of June 2014 and as of September 30 2014 by end of December 2014 respectively; and</li> <li>• Submitted to HRDS report on semestral filling-up of vacancies (July 7, 2014 and January 6, 2015).</li> <li>• Complied 100% with recruitment and selection process and documentary requirements as provide in the ESPS (for appointment processes at the ROs, Bureau, Services and for those referred to the HRDS for appointment by the Secretary).</li> </ul>	Php 50,000	Member of ILAB Selection committee (Division chiefs)/HRMO Designate (OD)				
	<p><b>Capacity Building of Staff</b></p> <p>Trained/Provided training opportunities to 80% of staff and submitted semestral report to HRDS on the trainings attended by staff by EO June and December 2014.</p> <p>Implemented 100% the HRDS recommended interventions under the Management Succession Program as scheduled</p>	Php 500,000	All Divisions / ILAB's Focal point on training (APLAD)  Focal - AELAD, APLAD, MEALAD and IRCD				

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
5. Green our DOLE Program (GODP)	<p>Conducted Refresher Course on Diplomatic Practices and Protocol by EO Oct.</p> <ul style="list-style-type: none"> <li>Submitted to the Administrative Service the ILAB's GODP Plan 2014 by 28 February</li> <li>Submitted to AS Annual Accomplishment Report on or before end of November 2014.</li> </ul>	Php 60,000	Focal - IRCD/GODP Committee AELAD, MEALAD, APLAD				
6. Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) for 2015	Submitted the duly accomplished APP-CSE form in one (1) hard copy and soft copy to the Administrative Service on or before September 30, 2014.		Focal - Supply Officer				
7. Transparency Seal Compliance	<p>Posted on the respective office's/agency's official website the following Transparency Seal requirements pursuant to 2014 General Appropriation Act (GAA):</p> <ul style="list-style-type: none"> <li>Agency's mandates and functions, names of its officials with their position and designation, and contact information;</li> <li>Physical accountability Report (PAR) AS REQUIRED UNDER National Budget Circular (NBC) Nos. 507 and 507-A dated January 31, 2007 and June 12, 2007, respectively, Financial Accountability Reports (FAR), as required under Commission on Audit (COA) and Department of Budget and Management (DBM) Joint Circular (JC) No. 2013-1 dated March 1, 2013 and such guidelines as may be issued by the DBM;</li> <li>Approved budgets and</li> </ul>	Php12,000	Focal - ISA - in coordination with other Divisions				

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
	<p>corresponding targets immediately upon approval of 2014 GAA;</p> <ul style="list-style-type: none"> <li>&gt; Major programs and projects categorized in accordance with the five (5) key results areas under Executive Order (EO) No. 43 s. 2011;</li> <li>&gt; Program/project beneficiaries as identified in the applicable special provisions;</li> <li>&gt; Status of implementation of said programs/projects and project evaluation and/or assessment report;</li> <li>&gt; Annual Procurement Plan (APP), contracts awarded and the name of contractors/ suppliers/ consultants.</li> </ul>						
<b>Total Overall Rating :</b>							

Source of fund  
\* Labatt fund  
\*\* Support to operation Fund (Fund for International Labor Conference)

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
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<i>Saldin VA</i> <b>SAUL T. DE VRIES</b> ILAB Director <i>SA</i>	 <b>RFB</b> Undersecretary	Date 29 August 2014	Date DOLE/Agency PMT	Date DOLE Validation Team	 Undersecretary	Date Cluster Head <i>ml</i>	
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**ROSALINDA DIMAPILIS-BALDOZ**  
 Secretary

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Validated Rating	Self Rating	Remarks
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Date	Date	Date	Date	Date	Date	Date	Date
29 August 2014	REBECCA C. CHATO Undersecretary					CIRIACO A. LAGUNZAD III Undersecretary	
Head of Office	DOLE/Agency PMT		DOLE Validation Team			Cluster Head	

  
**ROSALINDA DIMAPILIS-BALDOZ**  
 Secretary