



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

FM-DOLE -PS-01.01  
Revision No. 00  
Date issued 10 Dec. 2014

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)  
NATIONAL WAGES AND PRODUCTIVITY COMMISSION

I, **MARIA CRISELDA R. SY**, of **NATIONAL WAGES AND PRODUCTIVITY COMMISSION**, 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, 2015.

RATING SCALE

4 – Outstanding	- Meeting the success indicators
3 – Very Satisfactory indicators	- 90% to 99% of the success indicators
2 – Satisfactory indicators	- 80% to 89% of the success indicators
1 – Unsatisfactory	- 79% or below the success indicators

MFO (1)	Success Indicators (Targets + Measures) (2)	Allotted Budget (3)	Division/ Individuals Accountable (4)	Actual Accomplishments as of Dec. 31, 2015 (5)	Self-Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
<b>CORE INDICATORS</b>							
<b>MFO 1. Technical Advisory Services</b>		<b>Php 27,869,000</b>					
1. Productivity Toolbox (ISTIV Plus [SIB], ISTIVBayanihan, Service Quality for H&R Industry, 5S, Green Productivity, Productivity 101 and other orientations) to improve workers' capacity and enterprise competitiveness	<ul style="list-style-type: none"> <li>➤ <b>271,500</b> productivity advisory assignments undertaken</li> <li>a) Benefitted workers in <b>11,500</b> MSMEs through orientation and training programs by end of 2015               <ul style="list-style-type: none"> <li>• Orientation – 11,500MSMEs</li> <li>✓ 3,360 MSMEs provided with training services giving priority to MSMEs with GLS/OHS Compliance Certificate, with LMCs and DOLE livelihood beneficiaries</li> <li>✓ 3,360 MSMEs provided with technical assistance in the formulation of action plans and/or improvement programs</li> </ul> </li> </ul>		CO/ RTWPBs	<ul style="list-style-type: none"> <li>➤ 290,753 Productivity advisory assignments undertaken:</li> <li>a) 12,553 MSMEs benefitted from productivity trainings/orientations with 22,904 participants               <ul style="list-style-type: none"> <li>✓ 4,171 MSMEs provided with training with 11,065 participants</li> <li>✓ 3,385 Trained MSMEs formulated action plans</li> </ul> </li> </ul>	4		

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	<ul style="list-style-type: none"> <li>✓ 160 PIPs documented (terminal report)</li> <li>• Sustained implementation of Productivity Toolbox relative to the convergence programs (LMC, Livelihood)</li> <li>• <b>Other instructions/directives:</b> <ul style="list-style-type: none"> <li>✓ Detail one (1) trainer from NWPC in August 2015 to assist RTWPB-4B in the conduct of Productivity Training</li> <li>✓ Conduct back-to-back orientation on newly-issued Wage Order and Productivity Toolbox</li> <li>✓ Collaborate with DOLE Field Office in the conduct of advisory/marketing of Toolbox and identification of beneficiaries</li> <li>✓ Tie-up with DTI, FDA and DOST for Hazard Analysis and Critical Control Points (HACCP) and promotion of Good Manufacturing Practices (GMP) Trainings for food processing enterprises</li> <li>✓ Conducted TOT on various productivity training programs for DOLE-RO III selected personnel to augment pool of trainers in RB III</li> </ul> </li> </ul>		<p>NWPC/ RTWPB-4B</p> <p>RTWPBs I &amp; VIII</p> <p>All RTWPBs</p> <p>All RTWPBs</p> <p>TTSD, RB III</p>	<ul style="list-style-type: none"> <li>✓ 183 PIPs documented</li> <li>✓ 469 firms with 1,313 participants trained under the convergence program</li> <li>➤ One trainer from NWPC detailed in RTWPB-4B</li> <li>➤ Done</li> <li>➤ Done</li> <li>➤ Done</li> <li>➤ TOT /practicum on various programs conducted</li> </ul>	<p>4</p> <p>4</p>		

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2. Development, production and dissemination of IEC materials	b) <u>260,000</u> clients reached thru advocacy and information services (dissemination of IEC materials, press releases, media interviews, phone-in/written queries) and technical services (legal advice, review of compensation schemes, wage clinique, and related topics)		CO/ RTWPBs	b) 278,200 clients reached: <ul style="list-style-type: none"> <li>✓ 26,336 Public information assistance provided</li> <li>✓ 103,075 on IEC materials disseminated</li> <li>✓ 11,362 clients on wage Clinique</li> <li>✓ 137,427 clients reached thru mass media activities conducted</li> </ul>	4		
	<ul style="list-style-type: none"> <li>➤ 90% of clients who rate technical services as satisfactory or better</li> <li>a) Training</li> <li>b) Information and Technical Assistance</li> <li>➤ 85% of requests for advice acted upon within 5 days of request</li> </ul>		<p style="text-align: center;">TTSD</p> <p style="text-align: center;">PID</p> <p style="text-align: center;">PRS, RALD</p>	<ul style="list-style-type: none"> <li>➤ 100% of 3,470 clients rated technical advice as satisfactory or better (in terms of course content, materials and trainer)</li> <li>➤ 100% of 1,329 clients rated information and technical assistance provided as satisfactory or better</li> <li>➤ 100% of 3,891 clients' request for legal advice / requests received acted upon immediately</li> </ul>	<p style="text-align: center;">4</p> <p style="text-align: center;">4</p> <p style="text-align: center;">4</p>		
3. Training Program development	➤ Developed the following trainings modules by end of June 2015:		TTSD	➤ Completed the following (10) modules :	4		

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	<p>a. Innovation and Enterprise Development</p> <p>b. Productivity Tools and Techniques for:</p> <ul style="list-style-type: none"> <li>▪ Manufacturing</li> <li>▪ Retail</li> <li>▪ Hospitality</li> </ul> <p>c. Inter-active modules for the DOLE e-Learning Website (will also be posted in the NWPC Website)</p> <ul style="list-style-type: none"> <li>▪ Productivity 101</li> <li>▪ 5S</li> </ul> <p>➤ Other initiatives</p>			<ul style="list-style-type: none"> <li>- Innovation</li> <li>-Manufacturing</li> <li>-Retail</li> <li>-Hospitality</li> <li>-Gainsharing</li> <li>-ILO-GBA</li> <li>-Service Quality</li> <li>- TOT module on: <ul style="list-style-type: none"> <li>• Prod Advocates (RB VI)</li> <li>• PIE</li> <li>• Prod. Specialists (RB III)</li> </ul> </li> <li>➤ Animated videos rendered in Adobe Captivate 9 prepared</li> <li>➤ On-going rendering of e-Learning (5S) using Adobe Captivate 9</li> <li>➤ Presentation developed/talks delivered in LMC National Convention and Family at Crown Plaza Hotel. Pasig City and Hotel del Rio, Iloilo City: <ul style="list-style-type: none"> <li>- Workplace Cooperation and Productivity"</li> <li>- Business and Career Wellness, Motivational Approaches in Increasing Efficiency and Productivity of Workers</li> </ul> </li> </ul>			

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4. Capacity Building  ➤ Singapore Innovation & Enterprise Training (Phase 2)	➤ Coordinated the deployment of 3 <sup>rd</sup> and 4 <sup>th</sup> batches of participants to the Specialists Program a. Facilitated/coordinated the necessary travel documents of participants; b. Pre-departure briefing conducted  ➤ Evaluated post training reports by end of April 2015  ➤ Conducted pre-onsite validation visits by end of October 2015  ➤ Monitored and evaluated 110 brief reports/action plans/terminal reports  ➤ Prepared OPR reports and conducted on-site validation visit/presentation by end of November 2015		TTSD	➤ 3 <sup>rd</sup> & 4 <sup>th</sup> batches coordinated /conducted    ➤ Productivity Specialist post training evaluation conducted  ➤ OPR preliminary activities conducted (e.g. OPR of NWPC Team Dry Run meetings)  ➤ Showcased re-entry projects of selected participants  ➤ Re-entry and cascading completion reports monitored  ➤ OPR visits to Regions III and IV-A with NYP /TF officials conducted (Nov.24-27)	4    4  4  4  4  4		



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	end of September 2015 ➤ Awarding of winners conducted by end of October 2015			conducted ➤ National screening and selection conducted ➤ Awarding of 9 PO winners conducted Oct 15, 2015 at Hotel Jen, Manila ➤ Terminal report finalized			
➤ Learning Sessions	➤ Monthly (12) learning sessions on wages, productivity and labor market-related topics/concerns conducted	Self-funded project	PID	➤ 15 Learning sessions conducted benefiting 620 participants ( Male-123, Female 497) from 361 companies	4		
➤ Development of IEC materials	➤ IEC materials developed: <ul style="list-style-type: none"> <li>○ Compendium of 2014 Wage Order and Implementing Rules by end of Sept 2015</li> <li>○ 2014 Annual Report by end of May 2015</li> <li>○ 12 Monthly NWPC News Bulletin</li> <li>○ Posters/brochures/flyers/AVPs developed by end of December 2015</li> </ul>		PID in collaboration with concerned program managers	➤ Compendium of 2014 Wage Order and Implementing prepared/disseminated ➤ 2014 Annual report prepared/disseminated ➤ 12 News Bulletin published /disseminated ➤ 5 posters developed/ printed ➤ 2 brochures for dissemination (FE & TMS) ➤ 7 AVPs developed (TTWS, PO-2, EMA, Documentary, OPR)	4  4		

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<b>MFO 2. Wage Regulation Services</b>		<b>Php 20,989,000</b>					
1. Two-Tiered Wage System > Tier 1	<ul style="list-style-type: none"> <li>&gt; Monthly regional report on the review of socio-economic indicators conducted (12 x 16 RBs)</li> <li>&gt; Quarterly consolidated reports submitted</li> </ul>		<ul style="list-style-type: none"> <li>RTWPBs</li> <li>WPRD</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Monthly regional reports on the review of socio-economic indicators prepared</li> <li>&gt; Quarter reports consolidated</li> </ul>	<ul style="list-style-type: none"> <li>4</li> <li>4</li> </ul>		<ul style="list-style-type: none"> <li>&gt; NWPC provided technical assistance to RTWPBs to ensure that MWR are within the TTWS framework</li> </ul>
	<ul style="list-style-type: none"> <li>&gt; Public hearings/consultation conducted and reported, as necessary</li> <li>&gt; Wage Orders /Implementing Rules issued in accordance with guidelines on the TTWS (16 wage orders as necessary)</li> <li>✓ Issue wage order that will close the gap between poverty threshold and minimum wage rate by 2015</li> </ul>		<ul style="list-style-type: none"> <li>RTWPBs</li> <li>RTWPBs, RALD, WPRD</li> <li>RTWPBs I, III, IV-B, V and VIII</li> </ul>	<ul style="list-style-type: none"> <li>&gt; 45 public hearings/consultations conducted</li> <li>&gt; 12 wage orders issued (RBs: CAR, NCR, I, III, IV-B, V, VI, VII, VIII, X, XIII) &amp; CAR- Domwork WO</li> <li>&gt; The number of MWRs below poverty threshold is one (1) (RB III)</li> </ul>			
> Tier 2	<ul style="list-style-type: none"> <li>&gt; Wage advisory of RB VIII on productivity/ performance based pay schemes issued in accordance with guidelines on the TTWS by March 2015</li> <li>&gt; Technical assistance on designing productivity based incentives schemes provided to <b>600 MSMEs(38 per RB)</b></li> <li>&gt; Certificates of recognition to <b>80 establishments ( 5per RB)</b>implementing Tier 2awarded</li> <li>&gt; Productivity based pay schemes documented (as necessary)</li> </ul>		<ul style="list-style-type: none"> <li>WPRD, RTWPBs</li> <li>RTWPBs</li> <li>RTWPBs</li> <li>RTWPBs</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Completed</li> <li>&gt; 824 MSMEs provided technical assistance on designing productivity based incentive schemes</li> <li>&gt; 75 MSMES awarded with certificate of recognition</li> <li>&gt; 379 MSMEs implementing productivity based pay schemes documented</li> <li>&gt; Capacity building on</li> </ul>	<ul style="list-style-type: none"> <li>4</li> <li>4</li> <li>4</li> <li>4</li> </ul>		





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				<ul style="list-style-type: none"> <li>➤ Conditions and criteria for the issuance of second advisory was discussed during the Area-wide consultations conducted.</li> </ul>			
	<ul style="list-style-type: none"> <li>✓ Meet with ITCs to explore the possibility of issuing a second Wage Advisory for KEGs in the region</li> </ul>		RTWPB –X	<ul style="list-style-type: none"> <li>➤ Conducted orientation activities re TTWS in hotel and restaurant industry (RTWPB X)</li> </ul>			
<ul style="list-style-type: none"> <li>➤ TMS/FE</li> </ul>	<ul style="list-style-type: none"> <li>➤ 100% of requests for technical assistance on Facility Evaluation (FE) and Time &amp; Motion Studies (TMS) (Work Improvement and Measurement Study)with complete supporting documents acted upon within the prescribed process cycle time</li> <li>➤ Capacity building on FE and TMS conducted by March 2015</li> </ul>		WPRD, RTWPBs	<ul style="list-style-type: none"> <li>➤ 280FE applications /requests from firms with complete documents acted upon <ul style="list-style-type: none"> <li>○ 251 out of 280 or 89.6% issued order</li> </ul> </li> <li>➤ 84 TMS applications/ requests from firms with complete documents acted upon <ul style="list-style-type: none"> <li>○ 71 out of 84 or 84.5 % piece rate/production standard orders issued</li> </ul> </li> <li>➤ Capacity building on Wage and Productivity programs conducted Feb 23-27, 2015</li> </ul>	4  4  4		
<ul style="list-style-type: none"> <li>➤ Minimum wage for Domestic Workers</li> </ul>	<ul style="list-style-type: none"> <li>➤ Tier 1: Orientation and capacity building on the guidelines for minimum wage setting conducted by June 2015</li> <li>➤ Tier 2: Advisory on Competency Based Pay for Domestic Workers by June 2015</li> </ul>		WPRD, RTWPBs	<ul style="list-style-type: none"> <li>➤ Capacity building on Wage and Productivity programs conducted Feb 23-27, 2015</li> <li>➤ Advisory on Competency Based pay for Domestic workers issued Feb. 24 and uploaded to</li> </ul>	4  4		

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				theNWPC website			
5. Research studies/technical papers/reports on wages and productivity as bases for sound policy formulation/ recommendation	<ul style="list-style-type: none"> <li>➤ Conducted/completed the following research studies/technical papers/reportson wages and productivity:</li> </ul>						
	<ul style="list-style-type: none"> <li>○ Assessment of the Effectiveness of the Two-Tiered Wage System ( in collaboration with ILO)</li> </ul>		WPRD, RTWPBs	<ul style="list-style-type: none"> <li>➤ Final report submitted to ILO</li> <li>➤ Area-based consultations conducted:               <ul style="list-style-type: none"> <li>• Visayas-Mindanao Area (Sept. 2-3)</li> <li>• Luzon Area (Sept 14-15 &amp; 18)</li> </ul> </li> <li>➤ Report of proceedings prepared/submitted</li> </ul>	4		
	<ul style="list-style-type: none"> <li>○ Updating the Family Living Wage (in collaboration with PSA)</li> </ul>		WPRD	<ul style="list-style-type: none"> <li>➤ Initial estimates presented by the Consultant</li> <li>➤ Contract of services with consultant finalized/signed</li> <li>➤ Data requirements with PSA coordinated</li> <li>➤ LFS &amp; FIES for 2003 - 2012 (in CPro format) provided to the consultant</li> </ul>	4		
	<ul style="list-style-type: none"> <li>○ Analysis of results of PSA-rider survey on productivity improvement practices and gainsharing schemes</li> </ul>		PPRD	<ul style="list-style-type: none"> <li>➤ Survey results and analysis prepared/submitted</li> <li>➤ Infographics "Improving Productivity at Workplace" disseminated to RBs</li> <li>➤ Analysis/Results finalized</li> </ul>	4		
	<ul style="list-style-type: none"> <li>○ Study on Recognition /Accreditation Systems for Productivity Practitioners</li> </ul>		PPRD	<ul style="list-style-type: none"> <li>➤ Study presented/approved Copy submitted to Usec.</li> </ul>	4		

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	<ul style="list-style-type: none"> <li>➤ Other technical papers/issuances</li> </ul>		WPRD	Fameronag <ul style="list-style-type: none"> <li>➤ Project proposal for funding with ADB -CIBA-DOLE prepared/ Submitted</li> <li>➤ Prepared /submitted the following:               <ul style="list-style-type: none"> <li>○ Guidelines in the conduct of public consultations</li> <li>○ Resolution on the Living Wage as Criterion on Minimum Wage Determination issued (15 March 2015)</li> <li>○ Impact of holidays on labor cost</li> <li>○ Resolution clarifying the publication of notice of public hearing requirement (Dec. 2015 per signature of ADG Edillon)</li> <li>○ Impact of traffic on labor cost</li> </ul> </li> </ul>			
	<ul style="list-style-type: none"> <li>➤ Comments/position/technical papers on legislative bills/news articles/policy reforms on wages, incomes and productivity, as requested/required</li> </ul>		WPRD/PPRD	<ul style="list-style-type: none"> <li>➤ Proposed amendments to RA 6971 (Productivity Incentives Act) prepared/submitted to Senate/House of Representatives</li> <li>➤ Assistance on the proposed HB 4969 (Green Jobs Act) provided</li> <li>➤ Position papers on the following SB Nos.</li> </ul>	4		

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				prepared/submitted (288,2083,2084,2662,271 0,2193,693,950, 2888, 451,15, 1498,2983, 2315) ➤ Position paper on Go Negosyo Act prepared/submitted			
	➤ Area Based Consultation on Wages and Productivity (as necessary)			➤ 3 Area Based consultations conducted	4		
6. Exemption Cases							
a. Exemption Case Resolution	➤ Achieved 98% disposition rate within the reglamentary period of 45 days from receipt of complete documents		RTWPBs	➤ 100 % disposition rate (78 out of 78 applications for exemption disposed)	4		
b. Appeals on Wage Orders (WO)	➤ Achieved 98% disposition rate within the reglamentary period of 60 days from receipt of complete documents ➤ Achieved 50% of wage consideration case decisions affirmed (overturned) by a higher court (Judicial Appeal)		RALD	➤ 100% disposition rate (2 out of 2 appeals on wage order disposed)	4		
c. Others	➤ Submitted to NCMB monthly consolidated reports on regional disposition of cases every 25 <sup>th</sup> of the month		RALD	➤ 12 monthly consolidated reports submitted to LS	4		
<b>NON-CORE INDICATORS</b>							
<b>General Administration and Support Services</b>							
1. Support to Policy Development	➤ Submitted LEP Progress Report to ILS not later than 15 <sup>th</sup> day of May (covers accomplishment in the previous year) ➤ Submitted Arangkada Assessment Report to ILS not later than 15 <sup>th</sup> day of May (covers accomplishment of the previous year)		PPRD,WPRD  WPRD	➤ Completed  ➤ Arangkada Assessment report prepared and submitted to ILS	4  4		

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2. Communication Program	<ul style="list-style-type: none"> <li>➤ Submitted a copy of approved ComPlan to LCO for major programs/activities covering the period July –Dec. 2015</li> <li>➤ Submitted at least 2 AVPs on success stories of programs to LCO/ Program Manager not later than 31 Oct. 2015</li> <li>➤ Developed/disseminated at least 4 press releases every month- one (1) for national media and three (3) for regional media</li> </ul>		PID, RTWPBs, Directorate  PID/TTSD  PID/RTWPBs/ Directorate	<ul style="list-style-type: none"> <li>➤ ComPlan submitted to LCO</li> <li>➤ 2 AVPs completed/submitted to LCO and HRDS</li> <li>➤ 67 press releases published</li> </ul>	4  4		
	<ul style="list-style-type: none"> <li>➤ Submitted to LCO at least three (3) good news by the end of the month</li> <li>➤ Attended to 100% of request for TV appearance/radio guesting/interview</li> <li>➤ Conducted press briefings at least once a month</li> </ul>		RTWPBs/ Directorate	<ul style="list-style-type: none"> <li>➤ 39 good news submitted to LCO</li> <li>➤ 97 radio, 36 TV guestings/interviews participated</li> <li>➤ 37 press briefings conducted</li> </ul>			
3. 2014 Annual Report	<ul style="list-style-type: none"> <li>➤ Submitted to Cluster Head the 2014 Annual Report copy furnished PS (pdf copy) by end of February 2015</li> </ul>		PID	<ul style="list-style-type: none"> <li>➤ Completed</li> </ul>			
4. Performance Accountability Reports	<ul style="list-style-type: none"> <li>➤ Submitted validated monthly performance monitoring report to PS not later than the 5<sup>th</sup> day of the following month</li> <li>➤ Submitted quarterly assessment report on all programs to PS every 10<sup>th</sup> of the month following the reference quarter</li> </ul>		PID	<ul style="list-style-type: none"> <li>➤ Monthly performance monitoring report emailed/submitted on-line</li> <li>➤ Quarterly assessment reports submitted to PS</li> </ul>			
5. Gender and Development (GAD)	<ul style="list-style-type: none"> <li>➤ Submitted to BWSC 2017 GAD Plan and Budget by end of October 2015</li> <li>➤ Submitted quarterly accomplishment report to PS not later than the 5<sup>th</sup> day of the month following the reference quarter</li> <li>➤ Submitted to PS 2015 the GAD Annual Report by 1<sup>st</sup> week of Dec. 2015</li> </ul>		PID/AD	<ul style="list-style-type: none"> <li>➤ 2017 GAD Plan and Budget submitted to PS and BWSC</li> <li>➤ Quarterly accomplishment reports submitted</li> <li>➤ 2015 GAD Annual report submitted</li> </ul>	4  4  4		

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6. Establishment of a Quality Management System (QMS) aligned with International for Standardization (ISO) standards	<ul style="list-style-type: none"> <li>➤ Implemented QMS and attained ISO certification and submitted reports on the same to FMS not later than the 5<sup>th</sup> day following the reference month or sustained and/or expanded ISO certification and submitted reports/ on the same to FMS not later than the 15<sup>th</sup> day following the reference semester</li> </ul>		CO/RTWPBs	<ul style="list-style-type: none"> <li>➤ Recommended for ISO 9001:2015 standard by TUV Rheinland</li> <li>➤ Stages 1 &amp; 2 audit conducted</li> <li>➤ Corrective Action Planning Workshop conducted</li> <li>➤ Conducted monitoring of implementation of QMS in the following offices:               <ul style="list-style-type: none"> <li>- Central Office (September 7)</li> <li>- RB NCR ( September 16)</li> <li>- RB III (September 21)</li> </ul> </li> <li>➤ Conducted QMS orientation to the staff during Flag Ceremony last September 7, 2015</li> </ul>	4		
7. NWPC Citizen Charter/Anti Red Tape Act (ARTA) Implementation	<ul style="list-style-type: none"> <li>➤ Submitted to HRDS the quarterly reports both ARTA implementation and citizens feedback results (using the prescribed form), not later than the 15<sup>th</sup> day of following the reference quarter</li> </ul>		PID/AD	<ul style="list-style-type: none"> <li>➤ Quarterly reports submitted</li> </ul>	4		
8. Integrity Development Program	<ul style="list-style-type: none"> <li>➤ Submitted complete report to LS not earlier than the 1<sup>st</sup> day or later than the 5<sup>th</sup> day of the month after the reference quarter completely and correctly filled up prescribed forms on the status of complaints and cases filed against officials and employees of the office</li> <li>➤ Submitted to the HRDS the Agency EIDP Quarterly Report (Form B) within 10 days after the reference quarter (effective 3<sup>rd</sup> Qtr. of 2015)</li> <li>➤ Submitted 100% of SALN to HRDS not later than 15 April 2015 (per DOLE Memo dated</li> </ul>		RALD  AD  AD in coordination	<ul style="list-style-type: none"> <li>➤ Quarterly report submitted to LS</li> <li>➤ 4<sup>th</sup> quarter EIDP report for approval (Jan 4, 2016)</li> <li>➤ SALN submitted to</li> </ul>	4		

MFO (1)	Success Indicators (Targets + Measures) (2)	Allotted Budget (3)	Division/ Individuals Accountable (4)	Actual Accomplishments as of Dec. 31, 2015 (5)	Self- Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
	03.23.15)		with all Divisions and RTWPBs	HRDS	4		
8. Strategic Performance Management System in partnership with the DOLE- HRDS	<ul style="list-style-type: none"> <li>➤ Submitted to the Secretary thru the Cluster Head for approval the 2015 OPCR by end of January of the current year</li> <li>➤ Submitted to PS 2014 OPCR accomplishments as of Dec. 31, 2014 not later than January 8, 2015</li> <li>➤ Submitted to PS monthly 2015 OPCR accomplishments within 5 days after the reference month</li> <li>➤ Submitted to the Planning Service for review/endorsement to the PMT Chair, Cluster Head and Secretary the reformulated OPCR, if necessary, within 15 days after the issuance of the Mid-Year Performance Assessment (MYPA) Directives</li> <li>➤ Complied 100% with the preparation and submission of CO and RBs IPCR 2015 commitments to the Office PMT 30 days calendar days after receipt of approved OPCR commitments</li> <li>➤ Submitted to HRDS summary of IPCR ratings include the PBB forced ranking with in 30 calendar days upon receipt of approved OPCR ratings (covers accomplishment in the previous year)</li> </ul>		PID in- coordination with all Divisions  PID  PID  PID  AD in coordination with all Divisions and RBs  AD	<ul style="list-style-type: none"> <li>➤ Completed</li> <li>➤ Completed</li> <li>➤ Monthly OPCR submitted on-line</li> <li>➤ Reformulated 2015 OPCR submitted to PS</li> <li>➤ Completed</li> <li>➤ Completed</li> </ul>	4       4       4		
9. Financial Management a. Funds Utilization	<ul style="list-style-type: none"> <li>➤ <u>Budget Utilization Rate (BUR)</u></li> <li>➤ Utilized the allotted funds to wit: 1<sup>st</sup> quarter - 20% 2<sup>nd</sup> quarter- 30%</li> </ul>		CO/RTWPBs				



MFO (1)	Success Indicators (Targets + Measures) (2)	Allotted Budget (3)	Division/ Individuals Accountable (4)	Actual Accomplishments as of Dec. 31, 2015 (5)	Self- Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
	3 <sup>rd</sup> quarter - 25% 4 <sup>th</sup> quarter - 25% *Obligation Rate = Obligation / Allotment > Utilized 100% of the Notice of Cash allocation (NCA) *Disbursement Rate = NCA Utilized/ NCA Received			> 97% allotment utilized  > 93% NCA utilized			
b. Funds Accountability	> Submitted monthly Statement of Allotment, Obligations and Balances (SAOB) report to FMS not later than the 5 <sup>th</sup> day after the reference month  > Submitted the monthly/quarterly/annual (as may be applicable) Budget and Financial Accountability Reports( BFARs) to FMS not later than 5 <sup>th</sup> working day after the reference quarter, while for annual BFARs, within 30 days after the reference year  > Submitted monthly flash performance monitoring report on obligation and disbursement rates, by appropriate source and allotment class to FMS not later than the 7 <sup>th</sup> day after the reference month  > Liquidated/settled cash advances within the prescribed period for the following accounts: (1) Due from Officers and Employees (2) Advances to Officers and Employees (3) Advances for Operating Expenses (if applicable) (4) Advances to Special Disbursing Officers (if applicable)  > Submitted monthly report on the status of accounts to FMS not later than 5 <sup>th</sup> day following the reference month: (1) Due from LGUs (2) Due from NGOs/POs (3) Due from NGAs (4) Due from GOCCs		FMD	> Monthly SAOB reports submitted  > Completed/ submitted  > Completed  > 100% liquidated/settled cash advances	4  4  4		

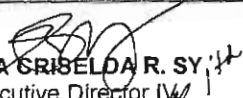
MFO (1)	Success Indicators (Targets + Measures) (2)	Allotted Budget (3)	Division/ Individuals Accountable (4)	Actual Accomplishments as of Dec. 31, 2015 (5)	Self- Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
	<ul style="list-style-type: none"> <li>➤ Submitted monthly report of actual income to FMS not later than the 5th day following the reference month</li> <li>➤ Submitted quarterly Report of Actions Taken on 100% Compliance to COA and recommendations to IAS every 5<sup>th</sup> day of the month following the reference quarter(March, June, September and December)</li> </ul>			<ul style="list-style-type: none"> <li>➤ Monthly reports submitted to FMS</li> <li>➤ Monthly reports of actual income submitted to FMS</li> </ul>	4  4		Received Special citation from DOLE
<p>10. Human Resource Development Interventions</p> <p>a. Recruitment and Selection</p>	<ul style="list-style-type: none"> <li>➤ Filled up 80% of vacant positions <b>as of March 30, 2015 by end of June 2015</b> and submit to HRDS report on semestral filling-up of vacancies on <b>July 7, 2015</b></li> <li>➤ Issued appointments to <b>80%</b> of vacant positions <b>as of Sept 30, 2015 by end of December 2015</b> and submitted to HRDS report on semestral filling-up of vacancies on <b>January 6, 2016</b></li> <li>➤ Complied 100% with recruitment and selection process and documentary requirements as provided in the ESPS (for appointments processed at the ROs, Bureaus, Services and those referred to the HRDS for appointment by the Secretary)</li> </ul>		AD	<ul style="list-style-type: none"> <li>➤ Filled up 52.63% of vacant positions <b>by end of June 2015</b> and submitted to HRDS report on semestral filling-up of vacancies on <b>July 2, 2015</b></li> <li>➤ Issued appointments to <b>80%</b> of vacant positions <b>by end of December 2015</b> and submitted to HRDS report on semestral filling-up of vacancies on <b>January 5, 2016</b></li> <li>➤ Complied 100% with recruitment and selection process and documentary requirements as provided in the ESPS</li> </ul>	4		Out of nine (9) unfilled positions, six (6) Attorney IV positions have mostly no takers despite repeatedly published in CSC and print media.

MFO (1)	Success Indicators (Targets + Measures) (2)	Allotted Budget (3)	Division/ Individuals Accountable (4)	Actual Accomplishments as of Dec. 31, 2015 (5)	Self- Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
b. Appointment of Sectoral Representatives	<ul style="list-style-type: none"> <li>➤ Encouraged local chapters of workers and employer's organizations to submit nominations to fast track selection of sectoral representatives</li> <li>➤ Assisted nominees in securing documentary requirements (e.g., Sandigan Bayan, CSC, Ombudsman clearance)</li> <li>➤ Submitted list of nominees with complete documentation to OSEC within 5 working days from receipt</li> </ul>		RTWPB Chairpersons  RTWPB Secretariat  NWPC-CO and RTWPBs	<ul style="list-style-type: none"> <li>➤ 18 nominees with complete documentary requirements processed/endorsed to OSEC from Jan. to Dec. with last endorsement received by OP on November 2, 2015</li> <li>➤ Six (6) workers' sectoral representative appointed</li> <li>➤ Four (4) employers' sectoral representative appointed</li> </ul>	4		Per instructions of NWPC Head, all sectoral nominees shall be endorsed to BLR effective June 2015 for feedback/evaluation to its organizational membership
c. Capacity Building of Staff	<ul style="list-style-type: none"> <li>➤ Submitted to HRDS semestral Office/Agency Plan involving Regional Office personnel participation on <b>the 5<sup>th</sup> day of Feb (1<sup>st</sup> semester)</b> and <b>15 days after the conduct of DOLE-wide MYPA (2<sup>nd</sup> semester)</b></li> <li>➤ Trained/provided training opportunities to 80% of staff and submitted report to HRDS on the trainings (grouped into: prescribed and optional trainings) attended by staff:               <ul style="list-style-type: none"> <li>- 1<sup>st</sup> semester report – June 30, 2015</li> <li>- 3<sup>rd</sup> and 4<sup>th</sup> Quarter Reports – 7<sup>th</sup> day of the month following the reference quarter</li> </ul> </li> </ul>		AD          AD	<ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> semester report submitted to HRDS on June 22, 2015</li> <li>➤ 2<sup>nd</sup> semester Agency Training Plan submitted to HRDS on June 22, 2015</li> <li>➤ 1<sup>st</sup> sem report submitted to HRDS in June 2015</li> <li>➤ 3<sup>rd</sup> quarter report submitted to HRDS in Oct 2015</li> <li>➤ 4<sup>th</sup> quarter report submitted Jan 5, 2016</li> </ul>	4          4		

MFO (1)	Success Indicators (Targets + Measures) (2)	Allotted Budget (3)	Division/ Individuals Accountable (4)	Actual Accomplishments as of Dec. 31, 2015 (5)	Self- Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
	<ul style="list-style-type: none"> <li>➤ Submitted to HRDS monitoring/progress report on the interventions provided to MSP beneficiaries on or before Nov. 20, 2015</li> <li>➤ Other HR/ ADMIN Interventions</li> </ul>			<ul style="list-style-type: none"> <li>➤ Forwarded requirements to MSP participants (Nov. 24,2015)</li> <li>➤ NWPC PRAISE approved by CSC (Nov. 10)</li> <li>➤ Influenza and Hepa B vaccinations conducted</li> <li>➤ Implemented 3 livelihood seminars, particularly for senior citizens in partnership with LGU Manila</li> <li>➤ Implemented Stress Management activities in the form of free haircut and upper body massage to NWPC employees in partnership with LGU Manila</li> </ul>	4		Received positive feedback AOM for the Senior Citizens Program
11. Green our DOLE Program (GODP)	<ul style="list-style-type: none"> <li>➤ Submitted to AS GODP Plan 2015 by end of February 2015</li> <li>➤ Submitted to AS Quarterly Accomplishment Report on or before the 5<sup>th</sup> day of the month following the reference quarter</li> </ul>		AD	<ul style="list-style-type: none"> <li>➤ GODP Plan 2015 submitted</li> <li>➤ Quarterly accomplishment reports submitted</li> <li>➤ Quarterly reports to LGU Taguig submitted on the status of banaba trees planted in 2014 per signed MOA with NWPC, DENR and LGU Taguig</li> </ul>	4		
12. Transparency Seal Compliance	<ul style="list-style-type: none"> <li>➤ Posted in the respective office's/agency's official website the following Transparency Seal requirements pursuant to 2015 General Appropriations Act (GAA) :  1. Agency's mandates and functions, names of its officials with their position and designation and contact information</li> </ul>		Concerned Divisions  PID	<ul style="list-style-type: none"> <li>➤ Completed as targeted</li> </ul>	4		

MFO (1)	Success Indicators (Targets + Measures) (2)	Allotted Budget (3)	Division/ Individuals Accountable (4)	Actual Accomplishments as of Dec. 31, 2015 (5)	Self- Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
	<p>2. Physical Accountability Reports (PAR) as required under the National Budget Circular (NBC) Nos. 507 and 507-A dated January 31, 2007 and June 12, 2007, respectively, Budget and Financial Accountability Reports (BFARs) , as required COA and DBM Joint Circular (JC) No. 2013-1 dated March 15, 2013, and such guidelines as may be issued by the DBM;</p> <p>3. 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, income collected and its sources, expenditures</p> <p>4. Approved budgets and corresponding targets immediately upon arrival of 2015 GAA</p> <p>5. Major programs and projects categorized in accordance with the five (5) key results areas under Executive Order (EO) No. 43, s. 2011</p> <p>6. Program/project beneficiaries as identified in the applicable special provisions- every end of quarter</p> <p>7. Status of implementation of said program/project evaluation and/or assessment reports- every end of quarter</p> <p>8. Annual Procurement Plan (APP), contracts awarded and the name of contractors/suppliers/consultants- every end of quarter</p>		<p>FMD</p> <p>FMD</p> <p>FMD/PID</p> <p>PID</p> <p>All Divisions</p> <p>All Divisions</p> <p>AD</p>				

MFO (1)	Success Indicators (Targets + Measures) (2)	Allotted Budget (3)	Division/ Individuals Accountable (4)	Actual Accomplishments as of Dec. 31, 2015 (5)	Self- Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
<b>OTHER INITIATIVES:</b>							
<ul style="list-style-type: none"> <li>➤ DOLE Incentivizing Compliance Program</li> </ul>				<ul style="list-style-type: none"> <li>➤ Revised comments on National Tripartite Verification Committee (NTVC) prepared</li> <li>➤ Communicated with productivity and management certifying bodies relative to the certification issued to San Miguel Subsidiaries</li> </ul>			
<ul style="list-style-type: none"> <li>➤ APEC</li> </ul>				<ul style="list-style-type: none"> <li>➤ Prepared Concept note on knowledge sharing for SLO-APEC</li> <li>➤ Prepared DOLE Program for MSME promotion in ASEAN-APEC</li> </ul>	4		
<ul style="list-style-type: none"> <li>➤ #EngageMotivateAchieve (EMA)</li> </ul>				<ul style="list-style-type: none"> <li>➤ 9 launching of #EMA (Convergence Program Davao, Dipolog, Cebu, LLCs Summit, RTIPC IV-A, PO Awarding, PESO Congress, Nat'l LMC Convention and NCR awarding of SQ Seal of Recognition /Tier 2 implementation organized/conducted</li> <li>➤ #EMA Twitter and FB Hastag Party organized</li> <li>➤ Promotional materials developed/prepared/disseminated <ul style="list-style-type: none"> <li>- EMA fan</li> <li>- AVP EMA</li> <li>- Fliers</li> </ul> </li> </ul>	4		

MFO (1)	Success Indicators (Targets + Measures) (2)	Allotted Budget (3)	Division/ Individuals Accountable (4)	Actual Accomplishments as of Dec. 31, 2015 (5)	Self- Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
> Phase 3 (Singapore Training with NCMB)				> Provided technical assistance and inputs to NCMB in drafting Phase 3 proposal <ul style="list-style-type: none"> <li>o Major Accomplishments of Phase 1 &amp; 2</li> <li>o Building a case for Phase 3</li> </ul>			
<b>Total Overall Rating</b>							
<b>Final Average Rating</b>							
<b>Adjectival Rating</b>							
<b>Submitted by:</b>		<b>Endorsed by:</b>		<b>Validated by:*</b>		<b>Recommended by:</b>	
 <b>MARIA CRISELDA R. SY</b> Executive Director Agency Head		<b>ATTY. REBECCA C. CHATO</b> Undersecretary DOLE-PMT		  DOLE Validation Team		<b>NICON F. FAMERONAG</b> Undersecretary	
Date		Date		Date		Date	
<b>Approved by:</b>							
<b>COMMENTS/OBSERVATIONS:</b>							
<b>ROSALINDA DIMAPILIS-BALDOZ</b> Secretary				  Date			

\*To be accomplished during the Performance Assessment only