



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

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)
Office: Bureau of Workers with Special Concerns

I, Director Ahmma Charisma Lobrin-Satumba of the Bureau of Workers with Special Concerns (BWSC) 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 indicator
3 -Very Satisfactory -90% to 99% of the success indicator
2-Satisfactory -80% to 89% of the success indicator
1-Unsatisfactory -79% or below the success indicator

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	SELF RATING (6)	VALIDATED RATING (7)	REMARKS (for validation purposes) (8)
Core Indicators							
MFO 1: Labor Policy Services							
	<ul style="list-style-type: none"> 11 policies developed, improved/updated and endorsed for approval 						
	Programs for Workers in the Informal Economy						
	<ul style="list-style-type: none"> Amendments to D.O. 137-14 Guidelines in the Implementation of DOLE Integrated Livelihood and Emergency Employment Program (DILEEP), 3rd quarter 2015 		WIEDD				
	Women Workers Advocacy Program						
	<ul style="list-style-type: none"> Guidelines Governing Exemption of Establishments from Setting Up Workplace Lactation Stations, 2nd quarter 2015 		WWDD				

	<ul style="list-style-type: none"> DOLE Administrative Order reiterating AO No. 385 series of 2012 entitled Guidelines on Setting-up Lactation Stations in all DOLE ROs (Per USEC Lagunzad's directive) 1st Quarter 		WWDD				
	Child Labor Prevention and Elimination Program						
	<ul style="list-style-type: none"> Amendment to DO-4 s. 1999 on Hazardous Work for Young Persons, 4th quarter 2015 		YWDD				
	<ul style="list-style-type: none"> Joint Memorandum Circular for HELP ME Convergence Program to Address Child Labor, 4th quarter 2015 		YWDD				
	<ul style="list-style-type: none"> Operational Guidelines on the Issuance of Working Child Permit, 4th quarter 2015 		YWDD				
	Social Amelioration Program (SAP)						
	<ul style="list-style-type: none"> Proposed Guidelines on the on the Implementation of SAWP in the Biofuel Industry (Bioethanol, molasses feedstock) improved and endorsed to the National Biofuel Board for consideration/approval, 2nd quarter 2015 		WSADD				
	<ul style="list-style-type: none"> Guidelines on the Distribution of Cash Bonus to Sugar Field Workers Covering SAP Lien Collected Through Cane Purchase System drafted, 4th quarter 2015 		WSADD				
	<ul style="list-style-type: none"> Amendments to D.O. 35-02 on the Management of the 9% Socio-Economic Project Fund under R.A. 6982 finalized and endorsed for approval, 3rd quarter 2015 		WSADD				

	<ul style="list-style-type: none"> Guidelines on the Hiring and Employment of Migratory Sugar Workers (MSWs) revised / refined, 4th quarter 2015 		WSADD				
	<ul style="list-style-type: none"> Guidelines on the Implementation of Socio-Economic Projects for Workers in the Biofuel Industry (Biodiesel Sector) refined, finalized and endorsed for approval, 4th quarter 2015 		WSADD				
<i>(Customer Satisfaction)</i>	<ul style="list-style-type: none"> 70% of stakeholders rated policies as satisfactory or better 		PMTSSD				
	<ul style="list-style-type: none"> 100% of policies are updated, issued and disseminated in the last three (3) year 		PMTSSD				
Support to Operations							
Support to Policy Development	Programs for Workers in the Informal Economy						
	a. On Sustainable Livelihood						
	<ul style="list-style-type: none"> Developed Operations Guide on Sustainable Livelihood Framework, 1st quarter 2015 		WIEDD				
	<ul style="list-style-type: none"> Developed DOLE Sustainable Livelihood Framework and Action Plan, 1st quarter 2015 		WIEDD				
	<ul style="list-style-type: none"> Consultations with stakeholders (i.e. DA, DTI, DOST) on the identification of potential markets of livelihood products/services in support of the SLF, 3rd quarter 2015 	51,069	WIEDD				

	<ul style="list-style-type: none"> Conducted consultation meetings with NWPC, OSHC and partners for updating of Business and Work Improvement Course module specifically productivity, safety and health and innovation and entrepreneurship with gender perspective, 2nd and 3rd quarter 2015 	100,000	WIEDD				
	<ul style="list-style-type: none"> Developed training module on Business and Work Improvement to include productivity, safety and health and innovation and entrepreneurship with gender perspective, 2nd and 3rd quarter 2015 						
	<ul style="list-style-type: none"> Conducted orientation for the Regional implementers, partners and beneficiaries on Sustainable Livelihood Framework (SLF), 1st and 2nd quarter 2015 	197,000	WIEDD				
	<ul style="list-style-type: none"> Conducted Project Appraisal Training and Business Planning Writeshop for the Regional implementers and LGUs with BUB projects, 1st and 2nd quarter 2015 		WIEDD				
	<ul style="list-style-type: none"> ROs provided TOTs on modules in support to SLF for ROs focal persons, 3rd and 4th quarter 2015 	1,136,400	WIEDD				
	<ul style="list-style-type: none"> Conducted Livelihood Summit, 4th quarter 2015 	2,957,000	WIEDD				
	b. On SRO-CARP						
	<ul style="list-style-type: none"> Prepared and submitted to DAR-PARC proposal for extension of SRO-CARP project, 1st quarter 2015 	343,000	WIEDD				
	<ul style="list-style-type: none"> Orientation on SRO-CARP Project in 2 regions (RO4A and 7), 1st quarter 2015 		WIEDD				

	<ul style="list-style-type: none"> Regional consultations with community facilitators (CF) for SRO-CARP, 2nd and 4th quarter 2015 		WIEDD				
	c. On Great Women Project						
	<ul style="list-style-type: none"> Developed Action Plan on GREAT Women Project 2, 1st quarter 2015 		WIEDD				
	d. Facilitated in consultative meetings (NEDA-SDCSCIS) as the need arises.	90,000	WIEDD				
	Social Amelioration Program (SAP)						
	<ul style="list-style-type: none"> Conducted Orientation/Re-Orientation of SAP Officers on SAP policies, systems and procedures, 4th quarter 2015 		WSADD				
	<ul style="list-style-type: none"> Conducted Consultations on Human Resource Development Plan for Sugar Workers conducted , 1st quarter 2015 		WSADD				
	<ul style="list-style-type: none"> Finalized the HRD Master Plan in the Sugarcane Industry, 4th quarter 2015 		WSADD				
	<ul style="list-style-type: none"> Finalized and endorsed for approval the PDOS Module for MSWs, 4th quarter 2015 		WSADD				
	<ul style="list-style-type: none"> Facilitated consultative meetings (Sugar Tripartite Council, Tripartite Consultative Council in the Bioethanol Sector and Committees, every quarter of 2015 or as scheduled 	66,000	WSADD				
	Women Workers Advocacy Program						
	<ul style="list-style-type: none"> Facilitated meetings / activities on women workers' related activities (Women's month, GAD, VAWC, and others), one (1) per quarter 2015 or as scheduled 	47,000	WWDD				

	<ul style="list-style-type: none"> Published/disseminated the Guidelines Governing Exemption of Establishments from Setting Up Workplace Lactation Stations, 2nd quarter 2015 	65,000	WWDD				
	Family Welfare Program						
	<ul style="list-style-type: none"> Capacity building/enhancement for the implementers of FWP, 2nd quarter 2015 	115,000	WWDD				
	Implementation of Batas Kasambahay (RA 10361)						
	<ul style="list-style-type: none"> Facilitated the signing (by concerned agencies) of the Joint Memorandum Circular on the Protocol on Rescue and Rehabilitation of Abused Kasambahay, 2nd quarter or as scheduled 	-	WWDD				
	Child Labor Prevention and Elimination Program						
	<ul style="list-style-type: none"> Facilitated consultative meetings and activities (NLC and sub committees, and celebration of World Day Against Child Labor) as scheduled 	154,137	YWDD				
	<ul style="list-style-type: none"> Facilitated the conduct of Philippine Program Against Child Labor (PPACL) Strategic Assessment and Planning Workshop to be funded by ILO, as would be scheduled. 		YWDD				
Program Monitoring and Assessment	Programs for Workers in the Informal Economy						
	<ul style="list-style-type: none"> Field visits to Regions for Program/Project Monitoring, 3rd and 4th quarter 	420,000	WIEDD				
	<ul style="list-style-type: none"> Selected and validated SRO-CARP sites (ROs 4A, 6, 7 and 10), 2nd quarter 2015 	-	WIEDD				
	<ul style="list-style-type: none"> Finalized Report on the results of 2014 DILEEP monitoring, 1st quarter 2015 		WIEDD				

	<ul style="list-style-type: none"> Submitted Y2014 Annual Accomplishment Report on DOLE's contribution to YRRP, 1st quarter 2015 		WIEDD				
	<ul style="list-style-type: none"> Finalized Y2014 SRO-CARP report and Project Terminal Report, 2nd quarter 2015 		WIEDD				
	Child Labor Prevention and Elimination Program						
	<ul style="list-style-type: none"> Six (6) regions monitored on implementation of Child Labor-Free Barangay, Child Labor-Free Establishment and Working Child Permit, 2nd to 4th quarter 2015 	120,000	YWDD				
	Family Welfare Program						
	<ul style="list-style-type: none"> Field monitoring/assessment on Family Welfare Program (FWP) in Regions 3 and 10, 2nd quarter 2015 	35,000	WWDD				
	Social Amelioration Program (SAP)						
	<ul style="list-style-type: none"> Validation/Evaluation of I-Serve Sacadas Project, 3rd quarter 2015 		WSADD				
	<ul style="list-style-type: none"> Validation/Evaluation of Emergency Employment Program for Sugar Workers Affected by Typhoon Yolanda, 4th quarter 2015 		WSADD				
	Program Monitoring and Technical Support						
	<ul style="list-style-type: none"> Conducted BWSC – RO Consultation, 1st quarter 2015 	371,000	PMTSSD				
	<ul style="list-style-type: none"> Field monitoring and validation in support of preparation of compendium of success stories, 3rd quarter 2015 	80,000	PMTSSD				
	<ul style="list-style-type: none"> Conducted Mid-year Performance Assessment and Re-Planning Exercise, 2nd quarter 2015 	30,000	PMTSSD				
	<ul style="list-style-type: none"> Conducted Year-end Performance Assessment and 2016 Planning Exercise, 4th quarter 2015 	70,000	PMTSSD				

Non-Core Indicators						
Support to Policy Development (LEP and research – ILS indicators)	<ul style="list-style-type: none"> Submitted LEP Progress Report to ILS not later than 15th day of May (covers accomplishment in the previous year) 		PMTSSD with other Divisions			
	<ul style="list-style-type: none"> Submitted Arangkada Assessment Progress Report to ILS not later than 15th day of May (covers accomplishment in the previous year) 		PMTSSD with other Divisions			
	<ul style="list-style-type: none"> Submitted research agenda to ILS not later that end of January (covers the current year) 		PMTSSD with other Divisions			
Communication Program	<ul style="list-style-type: none"> Submitted a copy of approved Communication Plan to LCO for major programs/activities covering the period July – December 2015 		PMTSSD			
	<ul style="list-style-type: none"> Submitted to LCO at least three (3) good news at the end of the month 	-	PMTSSD			
	<ul style="list-style-type: none"> Attended to 100% of request for TV appearance / radio guesting 		OD			
	<ul style="list-style-type: none"> Video documentation on SRO-CARP project sites, 2nd quarter 2015 	-	WIEDD			
	<ul style="list-style-type: none"> Developed web portal system design for demo projects, 4th quarter 		WIEDD			
	<ul style="list-style-type: none"> Printing of Information, education and communication (IEC) material promoting compliance in setting-up lactation station.(3rd quarter) 	15,000	WWDD			
Program Accountability Report	<ul style="list-style-type: none"> Submitted quarterly Assessment Report on all programs to PS every 10th day of the month following the reference quarter 		PMTSSD			
2014 Annual Report	<ul style="list-style-type: none"> Submitted to Cluster Head the 2014 Annual Report copy furnished PS (pdf copy) by end of February 2015 	40,069	PMTSSD			

Gender and Development (GAD)	<ul style="list-style-type: none"> Submitted the BWSC 2017 GAD Plan and Budget (GPB) by end of November 2015 		PMTSSD/ WWDD				
	<ul style="list-style-type: none"> Submitted 2015 quarterly accomplishment report to PS not later than the 5th day of the month following the reference quarter 		PMTSSD/ WWDD				
	<ul style="list-style-type: none"> Submitted to PS the 2015 the GAD Annual Report by 1st week of December 2015 		PMTSSD/ WWDD				
Establishment of a Quality Management System (QMS) aligned with International Organization for Standardization (ISO) or continuing ISO certification of processes and systems.	<ul style="list-style-type: none"> Implemented QMS and attained ISO certification and submitted reports on the same to FMS not later than the 5th day following the reference month or sustained and/or expanded ISO certification and submitted reports on the same to FMS not later than the 15th day of the following reference semester. 		PMTSSD /BWSC QMS Committee				
General Administrative and Support Services		2,112,256					
Integrity Development Program	<ul style="list-style-type: none"> Submitted to the LS not earlier than the 1st day or later than the 5th day of the month after the end of the reference quarter, completely and correctly filled-up prescribed forms on the latest status of complaints and cases (administrative, civil and criminal), against the officials and employees of the office filed or pending before the DOLE Offices, regular courts and other quasi-judicial bodies 		OD				
	<ul style="list-style-type: none"> Submitted to HRDS the EIDP Quarterly Report (Form b) within 10 days after the reference quarter (effective 3rd quarter 2015) was omitted 		OD				
	<ul style="list-style-type: none"> Submitted 100% of SALN to HRDS not later than 15 April 2015 (per DOLE Memo dated 03.23.15) 		OD				
Strategic Performance Management System	<ul style="list-style-type: none"> Submitted to PS 2014 OPCR accomplishments as of December 31, 2014 not later than January 8, 2015 		PMTSSD				

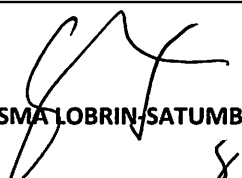
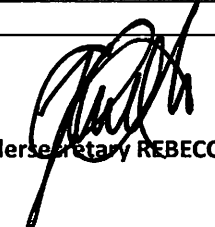
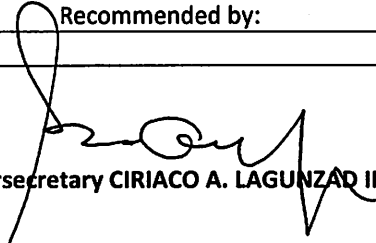
	<ul style="list-style-type: none"> Submitted to PS for review/ endorsement to the PMT Chair, Cluster Head and the Secretary a reformulated OPCR, if necessary, within 15 days after the issuance of MYPA directives 		PMTSSD				
	<ul style="list-style-type: none"> Submitted to PS monthly 2015 OPCR accomplishments within 5 days after the reference month 		PMTSSD				
	<ul style="list-style-type: none"> Submitted to PS validated monthly 2015 OPCR accomplishments of ROs within 8 days after the reference month 		PMTSSD				
	<ul style="list-style-type: none"> Submitted to HRDS summary of IPCR ratings including the PBB forced ranking within 30 calendar days upon receipt of approved OPCR ratings (covers accomplishment in the previous year) 		OD				
Individual Competency Assessment	<ul style="list-style-type: none"> Adopted the Individual Competency Assessment (ICA) Forms to complement 2014 IPCR and submitted to HRDS the Summary of the ICA and Capacity Building Plan by end of November 2015 		OD				
Financial Management	Funds Utilization						
	<ul style="list-style-type: none"> Funds Utilization <i>Budget Utilization Rate (BUR)</i> <ul style="list-style-type: none"> Utilized the allotted funds to wit: <ul style="list-style-type: none"> 1st quarter – 20% 2nd quarter – 30% 3rd quarter – 25% 4th quarter – 25% *<i>Obligation Rate = $\frac{\text{Obligation}}{\text{Allotment}}$</i> 		OD				
	<ul style="list-style-type: none"> Funds Accountability (cont.) <ul style="list-style-type: none"> Liquidated/settled cash advances within the prescribed period for the following accounts: 		OD				



	<ul style="list-style-type: none"> • Due from Officers and Employees • Advances to Officers and Employees • Advances for Operating Expenses (if applicable) • Advances to Special Disbursing Officers (if applicable) 						
	<ul style="list-style-type: none"> • Submitted quarterly Report of Actions Taken on 100% Compliance to COA Recommendations to IAS every 5th day of the month following the reference quarter (March, June, September and December) 		WSADD				
HRD Interventions	<p><u>Recruitment and Selection</u></p> <ul style="list-style-type: none"> ▪ Filled up 80% of vacant positions as of March 30, 2015 by end of June 2015 and as of September 30, 2015 by end of December 2015 respectively and submit to HRDS report on semestral filling-up of vacancies (July 7, 2015 and January 6, 2016) ▪ 80% of vacant positions as of September 30, 2015 issued with appointments by end of December 2015 and submitted to HRDS report on semestral filling-up of vacancies on January 6, 2016 						
	<ul style="list-style-type: none"> • Complied 100% with recruitment and selection process and documentary requirements as provided in the ESPS (for appointment processed at the ROs, Bureaus, Services and for those referred to the HRDS for appointment by the Secretary) 		OD				
	<p><u>Capacity Building of Staff</u></p> <ul style="list-style-type: none"> • Submitted to HRDS semestral plan of training and similar activities involving Regional Office personnel participation on the 5th day of February (1st semester) and 15 days after the conduct of DOLE-wide MYPA (2nd semester) 		OD				

	<ul style="list-style-type: none"> Submitted to HRDS monitoring/progress report on the interventions provided to MSP beneficiaries on or before November 20, 2015 		OD				
	<ul style="list-style-type: none"> 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 		OD				
	<ul style="list-style-type: none"> Implemented 100% the HRDS recommended intervention under the Management Succession Program as scheduled 		OD				
Green Our DOLE Program (GODP)	<ul style="list-style-type: none"> Submitted to AS the GODP Plan 2015 by end of February 2015 		OD				
	<ul style="list-style-type: none"> Submitted to AS Quarterly Accomplishment Report on or before the 5th day of the month following the reference quarter 		OD				
Transparency Seal	<ul style="list-style-type: none"> Posted in the respective office's/agency's official website the following Transparency Seal requirements pursuant to 2015 General Appropriations Act (GAA): <ul style="list-style-type: none"> Agency's mandates and functions, names of its officials with their position and designation, and contact information 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 Annual Reports on the Status of Income authorized by law to be retained and/or 		PMTSSD				

	<p>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 and ending balance for the preceding fiscal year</p> <ul style="list-style-type: none"> ○ Approved budgets and corresponding targets immediately upon approval of 2015 GAA ○ Major programs and projects categorized in accordance with the five (5) key results areas under Executive Order (EO) No. 43, s. 2011 ○ Program/project beneficiaries as identified in the applicable special provisions – every end of quarter ○ Status of implementation of said programs/ projects and project evaluation and/or assessment reports - every end of quarter ○ Annual Procurement Plan (APP), contracts awarded and the name of contractors/suppliers/ consultants- every end of quarter 						
<p>Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) for 2016</p>	<ul style="list-style-type: none"> ● Submitted the duly accomplished APP-CSE form in one (1) hard copy and soft copy to AS on or before September 30, 2015 		<p>OD</p>				

Property, Plant and Equipment Monitoring	<ul style="list-style-type: none"> Submitted to AS the Report on Actual Physical Count of Property, Plant and Equipment (RPCPPE) for CY 2015 in soft copy (excel spreadsheet file) to procure100@gmail.com after completion of physical stock taking and the accomplished printed copy of the RPCPPE not later than December 15, 2015 		OD			
Total Overall Rating:						
Final Average Rating:						
Adjectival Rating:						

Submitted by:	Date	Endorsed by:	Date	Validated by:*	Date	Recommended by:	Date
 AHMMA CHARISMA LOBRIN-SATUMBA <small>S</small>	9/22/15	 Undersecretary REBECCA C. CHATO				 Undersecretary CIRIACO A. LAGUNZAD III	
Director		Chairperson-DOLE PMT		DOLE Validation Team		Cluster Head	

Approved by: 	
COMMENTS/OBSERVATIONS:	
<div style="display: flex; justify-content: space-between; align-items: center; margin-top: 100px;"> <div data-bbox="806 1234 1209 1331">  ROSALINDA DIMAPILIS - BALDOZ Secretary </div> <div data-bbox="1478 1250 1881 1331"> <u>11/16/15</u> Date </div> </div>	