

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

**OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)**

I, **AHMMA CHARISMA LOBRIN-SATUMBA**, Officer-In-Charge 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 2013.

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division	Actual Accomplishments	R
<b>MFO 4: SOCIAL PROTECTION AND WELFARE SERVICE</b>					
<b>Policy and Program Development</b>					
1. Child Labor Prevention and Elimination Program	Expanded implementation of Campaign for Child Labor-Free Barangays, targeting additional 30 Barangays in 2013, EO December		YWDD		
	Developed Manual on the Guidelines and Procedures in the Implementation of the Convergence Program to Address Child Labor, EO December		YWDD		
	Prepared proposed amendments to DO No. 4, series of 1999 on hazardous work for persons below 18 years of age through stakeholders consultations, EO December		YWDD		
2. Programs for the Youth	Expanded implementation of YES Project thru advocacy to at least 4 educational institutions, EO December		YWDD		
	Transferred program management of SPES to BLE in accordance with set procedures and timelines, EO March		YWDD		
	Finalization and dissemination of the National Action Plan on Youth Employment and Migration 2013-2016, EO December		YWDD		
3. DOLE Integrated Livelihood Program	Strengthened partnership with the workers in the Informal Sector thru conduct of consultative meetings with the NEDA-SDC Sub-committee on the Informal Sector and forging a Memorandum of Agreement on the National Convergence Program for Establishing a Social Protection Floor for Workers in the Informal Sector (EO June)	P71,000.	WIEDD		

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division	Actual Accomplishments	R
	Conduct of "Strategic Planning Workshop on Establishing a Social Protection Floor for Workers in the Informal Sector" to come up with an Action Plan on the National Convergence Program on SPF for WIS (EO Dec.)	400,000.00 (ILO)			
	Increased access of workers with special concerns to livelihood opportunities thru grant of livelihood assistance to 87,000 beneficiaries in 16 regions, EO December	DILP Fund	WIEDD		
	Expanded coverage of the informal sector to social security schemes, micro-Insurance and other insurance through advocacy in setting-up of self-help mechanism in all regions, EO December		WIEDD		
4. Family Welfare Program	Developed Trainers Guide in Advocating the FWP for use of RO implementers, EO December		WWDD		
	Documented 10 best FWP practices of establishments, EO December		WWDD		
5. Women Workers Welfare Advocacy Program	Strengthened advocacy on women labor standards and policy development through the conduct of consultative forum on women related policies; EO April		WWDD		
6. Kasambahay Program	Facilitated the development of a referral system/protocol in the rescue and rehabilitation of abused kasambahay; EO December.		WWDD		
7. Social Amelioration Program for Sugar Workers under R.A. 6982	Prepared assessment report on the implementation of DO 114-11 vis-à-vis DO 70-04 and IRR of RA6982 (1991) as input for its proposed amendments. End of November	SAP Administrative Fund	WSADD		
	Facilitated the development and submitted for approval of the proposed Road Map or inter-agency strategic action plan on decent work and social protection for sugar workers. December 2013	SAP Sugar Workers Fund	WSADD		
	Finalized/submitted for approval the proposed Guidelines on the Hiring and Employment of Migratory Sugar Worker (MSWs). EO December	SAP Administrative Fund	WSADD		
	Formulated/submitted for approval proposed Operating Guidelines on the Distribution of Cash Bonus to Migratory Sugar Workers (MSWs); EO November	SAP Administrative Fund	WSADD		
8. Social Amelioration and Welfare Program (SAWP) for Workers in the Biofuel Industry (Coco Biodiesel)	Formulated/submitted draft guidelines on the implementation of the specific socio-economic program components of the SAWP for workers in Biofuel Industry (Coco Biodiesel); EO December	P3,000 (SAWP Fund)	WSADD		

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division	Actual Accomplishments	Rating
under RA 9367					
9. Social Amelioration and Welfare Program for Workers in the Biofuel Industry (bio-ethanol-sugarcane) under RA 9367	Formulated/submitted proposed amendments on the implementation of DO 100-10 (IRR on the Implementation of Social Amelioration Programs for Workers in Biofuel Industry (Bioethanol-sugarcane); EO December	P3,000 (SAWP Fund)	WSADD		
	Conducted profiling of bioethanol workers in the province of Isabela; EO November	P75,000 (SAWP Fund)	WSADD		
10. Workers in the Informal Sector	Provided technical and administrative assistance to NAPC-WISC in the conduct of island-wide consultative workshop on policy, legislative advocacy and program development for members of NAPC-WISC	P150,000	WIEDD		
11. Assistance to Persons with Disabilities	Provided administrative support in the celebration of Women with Disabilities Day; March 2013	P18,500.00	WIEDD		
	Conducted consultative meeting for the visually impaired persons, EO July	16,500.00			
	Conducted "Appreciation Seminar on Entrepreneurship" in connection with National Disability Prevention and Rehabilitation Week celebration; July 2013	21,000.00			
	Provided administrative support in conferment Of trophies and crown to winners of "Miss Philippines on Wheels" contest during the International Day for PWDs.	15,000.00			
	Provided technical and administrative support in "Access 2020" in observance of International Day for PWDs	15,000.00			
	Formulation of IRR of RA 10524; November 2013	97,000.00			
Provided Secretariat services to NCDA Committee on Employment Promotion, Protection and Rehabilitation of PWDs					

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division	Actual Accomplishments	Rating
<b>Capacity Building</b>					
1. Family Welfare Program	Increased capability of FWP regional implementers thru conduct of Capability Building Workshop ; EO November	P133,400.00	WWDD		
2. DILP	Attended training/staff development for BWSC/DILP focal persons ; EO December	P65,000	WIEDD		
3. SRO CARP	Conducted Training on Improving Organizational and Agri-business Consulting Skills of DOLE Project Staff as Productivity Counselors"; EO August (SRO Trust Fund)	P144,000.00	WIEDD		
	Conducted SRO-CARP Mid-year Assessment; EO August (SRO Trust Fund)	280,000.00			
4. SAWP under DO 123-12	Conducted orientation of field implementers on the guidelines, systems and procedures in the implementation of SAWP in the biofuel industry using coconut as feedstock; EO November	P150,000 (AEF)	WSADD		
<b>Technical Supervision, Inter-Agency Collaboration, Monitoring and Evaluation</b>					
1. Monitoring and evaluation	Monitored status of program implementation and/or compliance to policies of 16 ROs, EO December	P350,000 (180K-DILP, 80.4K-FWP, 89.6K-YW/CL)	All divisions		
	Profiling and Development of Database of the Bureau's beneficiaries (e.g. workers in the informal sector, parents of child laborers, child laborers, and sugar workers.		PMTSSD, WSADD, YWDD		
	Enhanced project implementation through monitoring visits to Self-Reliant Organizations for Comprehensive Agrarian Reform Program (SRO-CARP), October 2013 Conducted Intervention documentation of SRO-CARP for the 2 <sup>nd</sup> semester; December 2013 Conducted SRO-CARP Year-end Assessment; December 2013	P150,000  100,000.00 230,000.00 (charged to SRO-CARP Trust Fund)	WIEDD		
	Submitted the monitored performance of DOLE enrolled programs/projects under CBEP (DILP), monthly, 7th day after the reference Quarter.		PMTSSD		

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division	Actual Accomplishments	R
2. Inter-Agency Collaboration for:  CLPEP	Strengthened inter-agency/sectoral collaboration thru facilitation of inter-agency committee meetings for the following:  As Secretariat to: <ul style="list-style-type: none"> <li>• National Child Labor Committee</li> <li>• NCLC-Program Management Coordinating Committee</li> <li>• NCLC Sub- Committee on Knowledge Management</li> <li>• NCLC Sub- Committee on Strengthening Partnership</li> <li>• NCLC Sub-Committee on Improving Access to Services</li> <li>• NCLC Sub-Committee on Mainstreaming and Advocacy</li> <li>• NCLC Sub-Committee on Compliance to Laws and Enforcement</li> </ul>	P112,000	YWDD		
SAP	As Secretariat to: <ul style="list-style-type: none"> <li>• Sugar Tripartite Council, Executive Committee, Policy Committee</li> <li>• Tripartite Consultative Council in Bioethanol Sector (inexistent yet)</li> <li>• Tripartite Consultative Council in Biodiesel Sector</li> </ul>	SAP Administrative Expense Fund	WSADD		
NAPC-WISC (for the Informal Sector)	Strengthened partnership with the workers in the Informal Sector thru conduct of consultative meetings with the members of NEDA-SDC Sub-committee on the Informal Sector and other relevant government and private agencies and forging a Memorandum of Agreement on the National Convergence Program for Establishing a Social Protection Floor for Workers in the Informal Sector (EO June)  Conduct of "Strategic Planning Workshop on Establishing a Social Protection Floor for Workers in the Informal Sector" to come up with an Action Plan on the National Convergence Program on SPF for WIS (EO Dec.)  Provided institutional support to NAPC-Workers in the Informal Sector Workers (NAPC-WISC)  Provided Secretariat services to NEDA-SDC Sub-committee for the Informal Sector	P 70,000.00  400,000.00  150,000.00	WIEDD		
DILP - PWD	As secretariat to: <ul style="list-style-type: none"> <li>• NCDCA Subcommittee on Training, Employment and Livelihood</li> </ul>	P25,000	WIEDD		
FWP	Collaboration with ILO and ECOP in the awarding and citation certificates to establishments with initiatives/practices promoting exclusive breastfeeding in the workplace under the DOLE Program	ILO Support	WWDD		


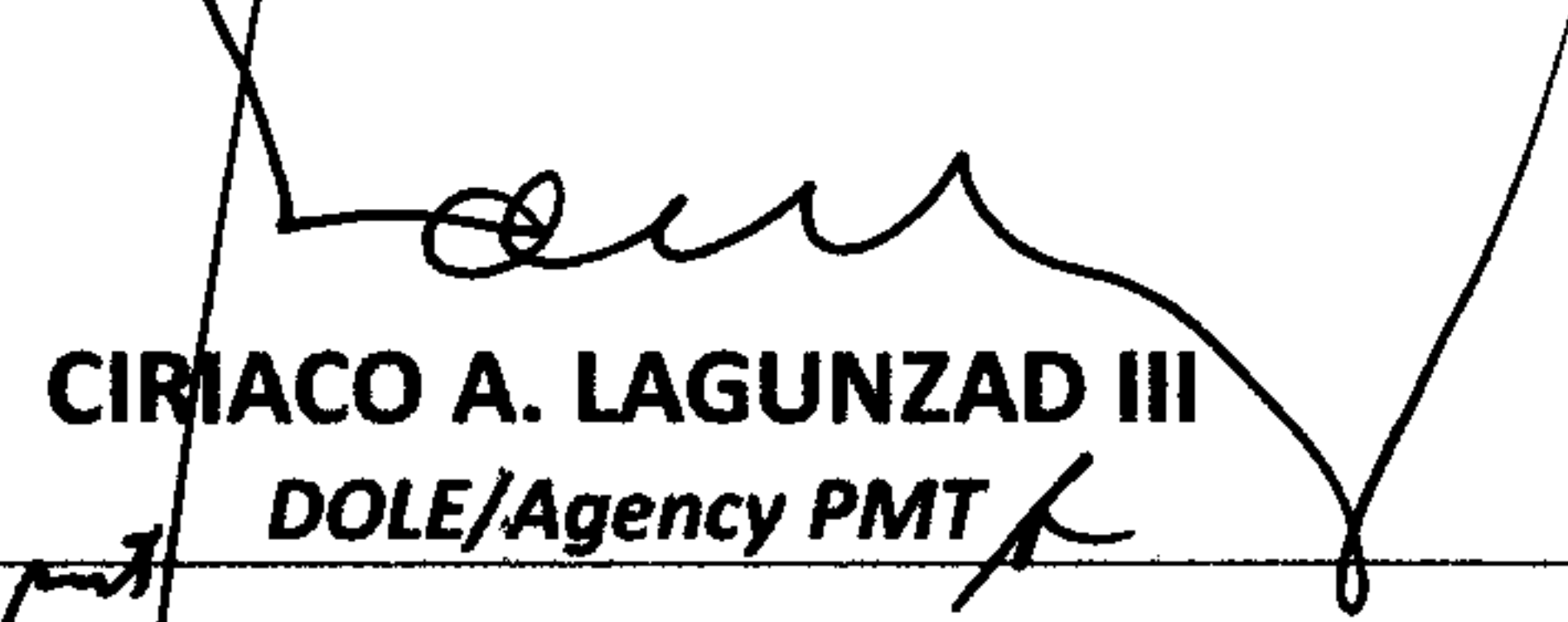
MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division	Actual Accomplishments	Ra
	Component on Promoting Exclusive Breastfeeding in the Workplace, EO February (The DOLE Program Component on Promoting Breastfeeding in the Workplace is a subcomponent of MDG-F: Food Security and Nutrition for Children 0-24 Months in the Philippines)				
Kasambahay Program	Facilitated the development of a Unified Registration System for membership in mandatory social security programs; EO December		WWDD		
	Facilitate the administrative issuance of DILG Memorandum Circular in Barangay registration of kasambahays; EO November		WWDD		
	Assist kasambahays in labor-related disputes thru the DOLE Regional Kasambahay Desks; till EO December 2013		WWDD		
	Prepare technical inputs, reports, updates on accomplishments as needed		WWDD		
<b>Advocacy and Information, Education, Communication</b>					
1. Advocacy	Facilitated the conduct of various celebrations including Women's Month (March), Labor Day (May), World Day Against Child Labor (June), Children's Month (October), DOLE Anniversary (December), 18-Day Campaign on VAWC (December).	P 144,300	PMTSSD / YWDD / WWDD/WIEDD		
	Dissemination of Reference Guide on "Setting up a Workplace Lactation Station" to all RO implementers, EO July  Uploaded the following reference materials to the BWSC website: <ul style="list-style-type: none"> <li>• "Reference Guide on Labor/Social Legislations Relating to Women", EO July</li> <li>• Approved resolutions of the Sugar Tripartite Council; EO June onwards</li> </ul>	P15,000	WWDD  WWDD/PMTSS DWSADD/PMTS SD		
	Publication of DO 115-B, series of 2012 on "Operational Guidelines on the Issuance of Child Labor-Free Establishment/Zone Seal", EO January	45,000	YWDD		
	Facilitated the conduct of continuing orientations on Kasambahay Law to concerned sectors; till December 2013		WWDD		

MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division	Actual Accomplishments	Ra
<b>Institutional Support</b>					
1. Support to Policy Development	Submitted LEP Progress Report to ILS and PS on relevant commitment not later than 15 <sup>th</sup> day of May		PMTSSD		
	Submitted Arangkada Assessment Progress Report to ILS not later than 15 <sup>th</sup> day of May		PMTSSD		
	Submitted Research Agenda to ILS not later than 15 <sup>th</sup> day of May		PMTSSD		
2. Integrity Development Program	Monitored the cases filed against officials and employees of the office and submitted report to legal service not later than the 5 <sup>th</sup> day of the month after the reference quarter.		OD		
3. Strategic Performance Management System (SPMS)	Submitted 2013 Reformulated OPCR to PS not later than 15 September 2013		PMTSSD		
	Submitted 2013 OPCR Accomplishment report not later than 30 November 2013		PMTSSD		
	Monitored 100% the preparation and implementation of the IPCR for 2013 and evaluation of the employees' performance commitment based on the guidelines		OD		
4. Communication Program	Disseminated/published at least 2 press release every month		PMTSSD		
	Submitted a monthly report to LCO at least three (3) program-related good news not later than end of the month		PMTSSD		
	Prepared and disseminated BWSC Communication Plan for 2013-2016, EO October		PMTSSD		
5. Statistical Performance Reporting System (SPRS) and Physical Accomplishment Reports	Submitted monthly physical accomplishments report to PS every 5 <sup>th</sup> day of the month		PMTSSD		
	Submitted Quarterly Program assessment Report to PS every 21 st day of the month following the reference quarter.		PMTSSD		
6. Financial Management	Funds Utilization <ul style="list-style-type: none"> <li>• Utilized 100% of the allotted funds for priority programs/activities/projects (PAPs) and commitment of the Department under the PLEP (2011-2016)</li> </ul>		PMTSSD		
	<ul style="list-style-type: none"> <li>• Submitted Monthly Statement of Allotment (SAOB) report</li> </ul>				
	Funds Accountability		WSADD/		


MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division	Actual Accomplishments	Ra
	<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 80 % for prior and current years</li> <li>○ Account 104 (Petty Cash Fund) by 100%</li> </ul> </li> </ul>		PMTSSD		
	Submitted monthly report on the status of accounts		WSADD/ PMTSSD		
	Replied/ acted upon 100% of COA recommendations and submitted quarterly status of actions taken on COA annual audit reports		WSADD		
	Prepared/submitted BWSC Consolidated Project Procurement Management Plan (PPMP), EO April		PMTSSD		
	Prepared/submitted BWSC Consolidated Annual Procurement Plan (APP), EO April		OD		
7. HRDS Interventions	Trained the office staff on the following areas until EO December <ul style="list-style-type: none"> <li>○ Appreciation Course on Quality Management System (QMS)</li> <li>○ Training on Basic Plone Development.</li> <li>○ Productivity 101</li> <li>○ Orientation on Entrepreneurship</li> </ul>	50,800	PMTSSD		
	Filled up 100% of Vacant positions as of September 22, 2013 (Election Ban: September 28-November 12, 2013)		OD		
	Submitted report on the conduct of Training and Events Based on the Synchronized calendar for 2013 every 1 <sup>st</sup> week of the following month		OD		
8. Green Our DOLE Program (GODP)	Submitted to AS the BWSC GODP Plan end of February 2013		OD		
	Submitted to AS , report on GODP Plan Implementation not later than end of every month				
9. Gender and Development	Submitted to PS, 2013 GAD Plan in accordance with ILO PGA Audit, end of February 2013, per OS Memo dated January 30, 2013		WWDD		



MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division	Actual Accomplishments	Ra
	Submitted 2013 GAD Annual Report 1 <sup>st</sup> week of December 2013		WWDD		
10. DOLE Citizens Charter implementation geared towards ISO certification of systems and procedures	<p>Documented work processes on BWSC Property Management, EO December</p> <ul style="list-style-type: none"> <li>○ Procedures Manual or Manual of Instructions, EO December</li> <li>○ Service Charter – for at least one (1) support service, EO December</li> </ul> <p>Implemented/adopted a citizens feedback system mechanism on the enrolled frontline services in the DOLE Citizens Charter</p> <ul style="list-style-type: none"> <li>○ Submitted monthly/quarterly reports to FMS</li> <li>○ Provided monthly actions on complaints and feedback</li> </ul>		PMTSSD		
<b>Agency Initiatives</b>					
1. BWSC Automation	Maintained and administered the BWSC IT Systems and internet service to effect no downtime in operation. EO December	P210,000	PMTSSD		
Final Average Rating Adjectival Rating					


MFO	Success Indicators (Targets + Measures)	Allotted Budget	Division	Actual Accomplishments	Rating
 <b>AHMMA CHARISMA LOBRIN-SATUMBA</b> <i>OIC Director</i>	 <b>CIRIACO A. LAGUNZAD III</b> <i>DOLE/Agency PMT</i>			<i>DOLE Validation Team</i>	
Date:	Date:	Date:			

Recommended by:



**USEC. CIRIACO A. LAGUNZAD III**  
Cluster Head

Approved by:



**ROSALINDA DIMAPILIS-BALDOZ**  
Secretary