

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

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

I, **MARIA CRISELDA R. SY, 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, 2013.

RATING SCALE

4 – Outstanding	- Meeting the success indicators
3 – Very Satisfactory	- 90% to 99% of the success indicators
2 – Satisfactory	- 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 December 31, 2013 (5)	Self- Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
MFO 1. Employment and Skills Development							
1. Productivity training programs/ orientations (ISTIV Plus [SIB], ISTIV Bayanihan, Service Quality for H&R Industry, 5S, Green Productivity, Productivity 101 and other orientations) to improve workers' capacity and enterprise competitiveness	> Benefitted workers in 9,600 MSMEs benefited through training programs and orientations by the end of 4 th quarter of 2013 - Orientation - 6,800 firms - Training - 2,800 firms ✓ 2,000 MSMEs provided with consulting assistance in the formulation of action plans and/or improvement programs	29,724	RTWPBs	<ul style="list-style-type: none"> • 10,532 MSMEs benefited from productivity trainings/orientation with 23,634 workforce <ul style="list-style-type: none"> - 7,140 firms with 14,217 workforce - 3,161 firms with 9,415 workforce • 2,108 trained MSMEs formulated action plans 	109%)

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	<ul style="list-style-type: none"> ➤ Developed/enhanced the following capacity building programs on Productivity: <ul style="list-style-type: none"> ○ Training Program to Develop Productivity Professionals <ul style="list-style-type: none"> ✓ 1st program, Senior Officials program by end of April 2013 (1 batch) ✓ 2nd program, Managers' program by end of May 2013 (2 batches) ✓ 3rd program, Productivity Specialists program by end of October 2013 (3 batches) ○ ILO Greener Business Asia (GBA) <ul style="list-style-type: none"> ✓ Development of Terms of Reference by the end of 4th quarter of 2013 ✓ Development/conceptualization of training design by the end of 4th quarter of 2013 ○ NWPC-NCMB Convergence Program on Productivity Improvement and Labor Management Cooperation by 2nd quarter of 2013 ○ Basic Productivity Training for LLCOs by the end of October 2013 	5,203	TTSD	<ul style="list-style-type: none"> • 102 NWPC/RTWPBs/DOLE Officers/Private Sectors (CEOs, Managers/Supervisors) attended Productivity Professionals Training in Singapore • 35 project proposals on productivity improvement programs prepared and monitored • Terms of Reference submitted to ILO on Oct. 2013 • Training design drafted • Memo Order 55 s. 2013 dated May 17 re Deployment Convergence Program issued • Trainer's Training conducted • Conducted briefing and program orientation during the Area Based Consultations • Basic Productivity training for LLCOs conducted on the following : 	100%		

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				Productivity training: - June 21 & 28 - July 5 & 19 - Sept. 24 - Oct. 4 Training on Wages: - June 19 - Oct. 2			
	➤ Conducted monthly (12) learning sessions on wages, productivity and labor market-related topics/concerns as indicated in the Learning Session Calendar of Events and upon request of clients.	Self-funded project	PID	<ul style="list-style-type: none"> Seventeen (17) learning sessions conducted benefiting 971 participants from 606 companies 	141%		
MFO 2. Labor Standards Enforcement and Dispute Resolution							
2. Appeals on Wage Orders (WO)	➤ Achieved 98% disposition rate	2,588	RALD	<ul style="list-style-type: none"> 100 % disposition rate (5 out of 5 appeals/MR on wage orders/ exemption cases received) 	100%		
3. Exemption Case Resolution	➤ Achieved 98% disposition rate within the reglamentary period		RTWPBs	➤ 100% disposition rate achieved for 2012 (191) and for 2013 (47) issuances (238 out of 238 applications for exemption received)	100%		
MFO 3. Social Protection and Welfare Services							
4. Wage Determination and Review Program	Two-Tiered Wage System (2TWS): ➤ Conducted briefing/orientation on the 2TWS	44,585	WPRD, RTWPBs	<ul style="list-style-type: none"> 2TWS Orientations conducted in the following: - Cebu (Feb. 5, 2013) 	100%		

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	<ul style="list-style-type: none"> ➤ Formulated transition and communication plans for the implementation of 2TWS by end of 3rd quarter of 2013 			<ul style="list-style-type: none"> - Cotabato City (May 1) - Iloilo City (Oct. 2-3) - IV-B (Nov. 5) - NCR (Nov. 12) - La Union (Nov. 14-15) • 3 Area Based Consultations conducted: <ul style="list-style-type: none"> - Tagaytay (Aug. 1-2) - Cebu (Aug. 15-16) - Davao (Aug. 7- 8) • Consolidated and submitted commitments/ outputs of the Area Based Consultations • Conducted orientation/briefing with legislators/ stakeholders on TTWS: <ul style="list-style-type: none"> - Cong. Karlo Nograles - Cong. Joseph Emilio A. Abaya - Cong. Antonio Tinio - Gabriela - FFCCII 	100%		
	<ul style="list-style-type: none"> ➤ Issued Wage Orders /Implementing Rules (as necessary) within the prescribed period in line with the 2TWS framework ➤ Productivity- based pay advisories formulated in accordance with the regional action plans to fully implement the 2TWS by 2016 		WPRD, RTWPBs	<ul style="list-style-type: none"> • 9 wage orders (NCR, CAR I, II, V, VI, IX, X, and XIII) and 7 implementing rules issued (plus IV-B) • Productivity-based pay Advisories <ul style="list-style-type: none"> ○ 2 Wage Advisories issued (CAR & III) ○ 9 Wage Advisories 			The RTWPBs crafted their commitments to fully implement the 2TWS over the next 2-3 years (2014-2016). This includes

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				<p>formulated subject to refinement based on the comments of the Commission (NCR,II,IV-B V, VI, X, XI, XII, and XIII)</p> <ul style="list-style-type: none"> ○ The rest of the RBs are currently conducting industry consultations ● Regional Action Plan to fully implement the 2TWS by 2016 developed (Aug. 2013) ● Status reports on the implementation of 2TWS (October and November) submitted to the Secretary and presented to the Commission 			the closing of gaps between minimum wages and poverty threshold as well as the development of advisories on productivity based pay schemes for growth sectors. These commitments are contained in a memorandum submitted to Secretary last 12 September
	<p>➤ Acted on 100% of requests of bus operators and drivers/conductors on the part-fixed, part performance compensation schemes in compliance with DOLE DO No. 118-2012 (demand-driven) acted upon within the prescribed process cycle time</p>		WPRD, RTWPBs	<ul style="list-style-type: none"> ● 733 request of bus operators and drivers acted upon 	100%		
	<p>➤ Acted on 100% of requests for technical assistance for Facility Evaluation (FE) and Time & Motion Studies (TMS) (Work Improvement and Measurement Study)received from firms with complete supporting documents acted upon within the prescribed process cycle time</p>			<p>➤ 214 applications/ requests acted upon</p> <ul style="list-style-type: none"> ● FE – 187 out of 214 or 87.3% issued orders <p>➤ 64 applications/ requests acted upon</p> <ul style="list-style-type: none"> ● TMS – 53 out of 64 	100%		

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				or 82.8 % issued piece rate production standard orders			
5. Conduct/preparation of research studies/technical papers/reports on wages and productivity as bases for sound policy formulation/recommendation	<ul style="list-style-type: none"> ➤ Conducted/completed the following research studies/technical papers/reports on wages and productivity: <ul style="list-style-type: none"> ○ Review of Rules on Minimum Wage Fixing and Rules on Exemption by the end of 4th quarter 2013 	7,544	WPRD, RTWPBs	<ul style="list-style-type: none"> • RBs comments/ inputs processed in preparation for the discussion during the Area-based orientation on 2TWS • Comments/inputs presented during the Area-Based Consultations 	100%		
	<ul style="list-style-type: none"> ○ Review of Productivity Incentives Act (RA 6971) by 4th quarter of 2013 		PPRD	<ul style="list-style-type: none"> • Review of RA 6971 completed • Proposed bill amending RA 6727 presented to TIPC (Oct.18 & 25) • Sectoral consultation on the proposed amendments conducted (Oct. 30) • Query with BIR re: Tax incentives prepared/transmitted (Nov. 6) • Consultation with Cong. Abaya and concerned government agencies re: non-fiscal incentives conducted (Nov. 13) • Discussion of proposed amendments of RA 6971 with TLCRC (Nov. 8,15 & 22) • Briefing on the proposed 	100%		

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				<ul style="list-style-type: none"> amendments conducted (Nov. 26) • Meeting with Tripartite Committee re RA 6971 attended/participated (Dec 5) 			
	<ul style="list-style-type: none"> o Evaluation of the Initial Implementation of Two-Tiered Wage System by 4th quarter of 2013 o Conceptual and Empirical Framework for Determining Minimum Wage for Domestic Workers by 2nd quarter of 2013 o Documentation of Gainsharing Practices (GS) in the Philippines by 4th quarter of 2013 o Comments/position/technical papers on legislative bills/news articles/policy reforms on wages, incomes and productivity (as requested/required) 		<p>WPRD</p> <p>WPRD</p> <p>PPRD</p> <p>PRS, RALD</p> <p>WRPDD</p>	<ul style="list-style-type: none"> • Report submitted (June 27) • Framework prepared and presented to the Commission (Sept .23) • Draft guidelines in determining minimum wage for Kasambahay prepared • Documentation report submitted to the Directorate • 13 comments/ position papers on the ff. prepared: <ul style="list-style-type: none"> - HB Numbers - 6685, 6686,561,871, 1376, 2519 & 3251 - SB Numbers - 2921, 2918, 21, 1861, 1372 & 1378 • Provided technical assistance on the 	<p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p>		

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				following: - Drafting of IRR of Kasambahay Law(Jan. 24) - Review of the Labor Code (March 6 & 12) - Public hearing in La Trinidad, Benguet on HB 375 (Jan 18) (P125 ATB wage increase) • Prepared and submitted technical paper on the Labor Cost implication of the proposed 14 th month pay to Sen. Sotto on October 16			
6. Awareness-raising campaign on Wages and Productivity	➤ Conducted National Productivity Olympics by end of October 2013	4,162	PRS, TS	• Conducted National Productivity Olympics on October 24 highlighted by the following events: ✓ Awarding of Winners (10 MSMEs) ✓ Program Launch of Let's Talk Productivity ✓ Trade Exhibit (17 exhibitors) ✓ Forum on the Employment Impact of 2015 ASEAN Integration	100%		

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	<ul style="list-style-type: none"> ➤ Developed/produced/disseminated the following IEC materials within the year: <ul style="list-style-type: none"> ○ Compendium of 2012 Wage Orders and Implementing Rules by 4th quarter of 2013 ○ 2012 Annual Report by end of November 2013 ○ Advocacy materials on Wages and Productivity by end of 2nd quarter of 2013 ○ NWPC Bulletin/News Letter 		<p>PID</p> <p>PID, RALD, RTWPBs</p> <p>PID</p>	<ul style="list-style-type: none"> • Materials prepared book binding ,on-going • Final copy for printing • 4 IEC materials designed/developed <ul style="list-style-type: none"> -Brochure: NWPC's Training Program (Tagalog) July 2 - Pamphlet : FAQs on 5S of Good Housekeeping (Tagalog) July 22 - Pamphlet : Briefer on the National Winners for the PO 2013 (Oct.) - Photo Album: PO 2013 Awarding Ceremonies (Oct.) • 1st quarter issued published/ disseminated • 2nd quarter finalized and for printing • 3rd & 4th quarter (combined) finalized and for printing 	<p>95%</p> <p>95%</p> <p>100%</p> <p>100%</p> <p>95%</p> <p>95%</p>		

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	<ul style="list-style-type: none"> ➤ Provided IEC services to 225,500 clients <ul style="list-style-type: none"> ○ Information services (dissemination of IEC materials, press releases, media interviews, phone-in/written queries) ○ Technical services (legal advice, review of compensation schemes, wage clinic, and other related topics) 		PID	<ul style="list-style-type: none"> • 239,507 clients reached <ul style="list-style-type: none"> - 83,609 on IEC materials disseminated - 109,877 mass media activities conducted - 46,021 public information assistance provided 	106%		
MFO 4. Institutional Support		12,624					
7. Integrity Development Program	<ul style="list-style-type: none"> ➤ Submitted to HRDS a quarterly report on the status of cases filed against officials and employees of the agency not later than the 5th day after the reference quarter ➤ Submitted to NCMB monthly consolidated reports on regional disposition of cases 		RALD	<ul style="list-style-type: none"> • 1st, 2nd, 3rd and 4th quarter reports submitted to HRDS on Feb. 14, June 27, July 31 and Oct 11, respectively 	100%		
			RALD	<ul style="list-style-type: none"> • January – May reports submitted within the specified deadline 	100% (for 5 months)		<ul style="list-style-type: none"> • Stopped submitting SENA reports since June as exemption cases are not subject to SENA. Letter query dated June 21, 2013 addressed to Dir. Ubaldo of NCMB

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8. Strategic Performance Management System in partnership with the DOLE-HRDS	<ul style="list-style-type: none"> ➤ Implemented 100% of the program <ul style="list-style-type: none"> ○ Submitted 2013 Reformulated OPCR to PS not later than end of September 2013 ○ Submitted 2013 OPCR Accomplishment Report to PS not later than 30 November 2013 ○ Accomplished CO and RBs 2013 Individual Performance Commitment Ratings (IPCR) within one month after the approval of the reformulated 2013 OPCR 		PID, AD All Divisions , RTWBs	<ul style="list-style-type: none"> ➤ Reformulated OPRC submitted to PS (Sept. 2) ➤ 2013 OPCR Accomplishment report submitted (Dec. 5) ➤ CO and RBs IPCR Accomplished/ prepared 	100% 100% 100%		Submitted first week of December
9. Rationalization Plan	<ul style="list-style-type: none"> ➤ Adopted the Rationalization Plan by 3rd quarter of 2013 		AD, MSS	<ul style="list-style-type: none"> ➤ Rationalization Plan adopted (Sept. 2013) 	100%		
10. Communication Program (Accomplishments are included in awareness campaign on wages and productivity)	<ul style="list-style-type: none"> ➤ Disseminated/published 3 press releases on a monthly basis ➤ Appeared/guested in TV/radio programs at least 12 times a year 	3,772	PID, RTWPBs	<ul style="list-style-type: none"> ➤ 48 press releases disseminated/posted to LCO, PIA, tri-media and NWPC website ➤ 12 media interviews responded to press: re wage and other related issues <ul style="list-style-type: none"> - 3 media interviews on Kasambahay Bill and Holidays (GMA 7, ANC-Channel 11, PTV 5) - 7 media interviews on wages and wage related issues with Solar News, PTV 4, Business World 	100% 100%		Part of provision of IEC services

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				Online, PTV V (2), Unang Hirit , Kape at Balita - 2 phone patch radio/TV interview re WO-NCR Sep. 6- DZMM and ABS-CBN			
	➤ Conducted press briefings at least once a month		Directorate, PID	19 press briefings conducted in the ff.: - RB II –Labor Celebration, Wage and Productivity (May), TOWER Awardees in Region II (Aug.) RB IV-A - NWPC-RTWPB Convergence Program (Dec 3) RB V- Wage Order 15 Anniversary (Feb 2), Regional PO Launching (May 31) and Public Hearings on Wage Issues (Oct 3) RB VI- Launching of Intermediaries Academy (Mar 25), 2013 Labor Month Celebration (April 30), Press Briefing DOLE Anniversary (Dec 13) RB-IX – 2TWS Orientation (Mar 12-15), T3K Orientation on WO 18 (July 25), Talakayan sa DOLE RCC(Oct 30) RB-X - Wage Consultation (April 23), Steps/Process	158%		

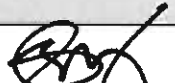
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				<p>Wage Order/Min. Wage Fixing and Talking Points on IRR of RA 10361, Batas Kasambahay (May 22 & Press Conference on WO RX-17 (June 10)</p> <p>RB -XIII -Labor Day Press Com (Apr. 23), RCC Meeting/Presscon (Oct 18) , RCC Meeting /Presscon (Nov 21) and 80th DOLE Anniversary cum SRS Advocacy (Dec.2)</p>			
11. Good News Reporting	<ul style="list-style-type: none"> ➤ Submitted monthly report to LCO and PS at least 3 program-related achievements not later than the end of the month 		PID	<ul style="list-style-type: none"> ➤ 40 entries on Good News submitted to DOLE-LCO and PS 	111%		
12. Statistical Performance Reporting System (SPRS)	<ul style="list-style-type: none"> ➤ Submitted monthly report on the accomplishments of physical targets to PS every 5th day of the month 		PID	<ul style="list-style-type: none"> ➤ Monthly physical reports submitted on line to PS. 	100%		
13. Financial Management	<ul style="list-style-type: none"> ➤ Funds Utilization: <ul style="list-style-type: none"> i. Utilized 100% of the allotted funds for priority programs/projects/activities (P/P/A) and commitments of the Department under the PLEP (2011-2016) ii. Submitted monthly Statement of Allotment, Obligations and Balances (SAOB) report not later than the 10th day of the following month ➤ Funds Accountability: <ul style="list-style-type: none"> i. Liquidated/settled cash advances within the corresponding rate per selected account and within the 	12,620	FMD	<ul style="list-style-type: none"> ➤ Allotment utilized: <ul style="list-style-type: none"> -PS 97% -MOOE – 93% -CO- 100% ➤ Monthly submission of SAOB to FMS ➤ Cash advances liquidated /settled within the prescribed 	100%		Based on Financial Performance

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	<p>prescribed period for the following accounts:</p> <ul style="list-style-type: none"> ○ Account 148 (<i>Cash advances to officials and employees</i>) by 80% for prior and current years ○ Account 104 (<i>Petty Cash Fund</i>) by 100% <p>ii. Submitted monthly report on the status of accounts (<i>1st working day of the following month</i>)</p>			<p>period</p> <p>➤ Monthly submission of status of account to FMS</p>			
	<p>➤ Complied/replied 100% with COA recommendations and submitted quarterly status of actions taken on COA annual audit reports within the month following the reference quarter</p>			<p>➤ Reports on consolidated AAR submitted to DOLE FMS</p>	100%		
14. Human Resource Development Interventions	<p>➤ Submitted to the HRDS report on the conduct of training and events based on the synchronized calendar for 2013 on the 5th day of July and December 2013</p> <p>➤ Implemented the 2013 NWPC Training Calendar covering at least 20% of officers/staff</p>	16,827	AD	<p>➤ Training Calendar submitted to HRDS July 3, 2013</p> <p>➤ Training calendar implemented</p> <p>➤ 28 local seminars/trainings attended by 137 employees</p> <p>➤ 3 foreign trainings attended by 3 officers (Thailand, Italy and Japan)</p> <p>➤ 102 NWPC/DOLE officers/private sector attended Productivity Professionals Training in Singapore</p>	100%		

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	<ul style="list-style-type: none"> ➤ Filled up vacant positions processed by the Selection Board by 4th quarter of 2013 			<ul style="list-style-type: none"> ➤ 45 vacant positions filled-up ➤ 20 vacant positions to be filled up: <ul style="list-style-type: none"> - DED IV -1 - Atty. IV – 8 - Supervising LEO – 1 - LEO III – 2 - LEO II – 2 - Computer Programmer - 1 - Admin. Asst. I - 5 	100%		
15. Green our DOLE Program (GODP)	<ul style="list-style-type: none"> ➤ Submitted to AS accomplishment report on GODP Plan implementation every 5th day after the reference quarter 		AD	<ul style="list-style-type: none"> ➤ 1st and 2nd quarter reports submitted July 3 ➤ 4 monthly reports submitted : <ul style="list-style-type: none"> - July –submitted Aug 5 - Aug & Sept. - submitted Oct. 4 - Oct - submitted Nov. 7 - Nov- submitted Dec 5 - Dec. – submitted Jan 6, 2014 	100%		
16. Gender and Development (GAD)	<ul style="list-style-type: none"> ➤ Submitted to PS 2013 GAD Plan as reviewed and endorsed by the Philippine Commission on Women (PCW) ➤ Submitted to PCW 2014 GAD Plan and Budget by end of February 2013 ➤ Submitted to PS 2013 GAD annual/ 		PID	<ul style="list-style-type: none"> ➤ PCW endorsed 2013 NWPC GAD Plan emailed to PS on May 29, 2012 ➤ 2014 GAD Plan and Budget submitted to PCW Feb. 11, 2013 ➤ 2013 GAD 	100%		

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	accomplishment report/ 1 st week December 2013			Accomplishment submitted thru email (Dec.6) and hard copy on Dec.9			
17. Implementation of Application Systems	<ul style="list-style-type: none"> ➤ Finalized and pilot-tested the following systems by 4th quarter of 2013: <ul style="list-style-type: none"> ○ Project Monitoring and Evaluation System (PMES) ○ Wage Information System 		All Divisions and RTWPBs	<ul style="list-style-type: none"> ➤ Pilot test on-going 	90%		
18. ISO Certification of Systems and Procedures	<ul style="list-style-type: none"> ➤ Reviewed existing ISO documentary requirements and procedures based on the approved Rationalization Plan by 4th quarter of 2013 		MSS, ISO Committee	<ul style="list-style-type: none"> ➤ Procedures on the resolution of Appeals/Cases submitted to DOLE 	100%		
19. NWPC Citizen Charter	<ul style="list-style-type: none"> ➤ Implemented/adopted a citizens' feedback system/mechanism on the enrolled frontline services by the end of December 2013 		MSS, concerned Divisions	<ul style="list-style-type: none"> ➤ Customers' feedback system / mechanism implemented 	100%		
AGENCY INITIATIVES (this should be included in the submission of the monthly OPCR accomplishment)	<ul style="list-style-type: none"> ➤ Development of Income support Framework in coordination with ILS ➤ DOLE-FFCCIII Partnership Agreement and Action Plan on Productivity Enhancement, Compliance with Labor Laws and Livelihood Assistance 		WRPD TCD	<ul style="list-style-type: none"> ➤ Provided technical assistance on the wage component of the framework ➤ Organized orientation on 2TWS and Productivity Training Program with FFCCIII officials and members (19 November, Federation Center, Manila) ➤ Exploratory meeting with FFCCIII officials re implementation of DOLE-FCII MOA on 			

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				Nov. 5 held in Federation Center, Manila			
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Submitted by:		Endorsed by:		Validated by:*			
 MARIA CRISELDA R. SY Executive Director Agency Head		CIRIACO A. LAGUNZAD III Undersecretary DOLE PMT		Date DOLE Validation Team		Date	
Recommended by:			Approved by:				
CIRIACO A. LAGUNZAD III Undersecretary			Date ROSALINDA DIMAPILIS-BALDOZ Secretary				

*To be accomplished during the Performance Assessment only

as of Dec. 2013