



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



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

I, **MARIA CRISELDA R. SY**, Head of the **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**, 2020


MARIA CRISELDA R. SY
Head of Agency *with job*

Date: 17 September 2020

Approved by:	Date:
SILVESTRE H. BELLO III	
Secretary	

5-Outstanding
4-Very Satisfactory
3-Satisfactory
2-Unsatisfactory
1-Poor

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

OUTCOME /PAP	SUCCESS INDICATORS (Targets + Measures)	Allotted Budget	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS (as of June 30, 2020)	RATING (6)				REMARKS (10)
					Q ¹	Q ²	T ³	A ⁴	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
CORE INDICATORS									
ORGANIZATIONAL OUTCOME 1 Capacity of MSMEs to implement productivity improvement program enhanced									
Enterprise Productivity Improvement Program 1. Productivity Training Program (Productivity Toolbox: ISTIV PAP, ISTIV Bayanihan, ISTIV Plus SIB, Service Quality, 5S/7S, Lean Management, Retail Service, Green Productivity, and other orientations) to improve workers' capacity and enterprise competitiveness	➤ 8,448 MSMEs trained/oriented <ul style="list-style-type: none"> • 6,240 MSMEs oriented • 2,208 MSMEs trained ✓ 663 MSMEs or 30 of MSMEs trained with PIPs/Action Plans		RTWPBs	➤ 4,120 MSMEs (48.7%) trained/oriented with 5,423 participants benefitted <ul style="list-style-type: none"> • 3,402 MSMEs or 54.6% benefitted from productivity orientations with 4,231 participants benefitted • 718 MSMEs or 32% provided with productivity trainings benefitting 1,192 participants ✓ 7 or 1.05% MSMEs trained with PIPs/action plans implemented					

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	implemented by mid-December 2020								
	<ul style="list-style-type: none"> ➤ 348 establishments provided with technical assistance on designing/formulation of productivity/ performance-based incentives schemes completed by mid-December 2020 <ul style="list-style-type: none"> • 16 policy advocacy sessions on PBIS conducted (1 per RB) 		RTWPBs	<ul style="list-style-type: none"> ➤ 348 establishments (100%) provided with technical assistance on designing/ formulation of productivity performance-based incentives schemes <ul style="list-style-type: none"> • <i>4 MSMEs or 5% assisted with productivity/ performance-based incentives schemes (PBIS) installed</i> 					
	<ul style="list-style-type: none"> ➤ 100% of clients who rated technical services as satisfactory or better <ul style="list-style-type: none"> • Training • Information and Technical Assistance 		RTWPBs, TTSD RTWPBs, PID	<ul style="list-style-type: none"> • 100% of 1,187 respondents rated technical advices/services on training as satisfactory or better • 100% of 2,861 respondents rated information and technical assistance as satisfactory or better 					
2. Development of Webinar Modules on Productivity	<ul style="list-style-type: none"> ➤ Developed 7 webinar modules within the year: <ul style="list-style-type: none"> • Work Life Balance 		TTSD	➤ 2 webinar modules developed:					

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	<ul style="list-style-type: none"> • 7S of Good Housekeeping: Setting the Pathway to A Safe Workplace in the Period of Pandemic • Leaner Management in the New Normal • Guide to Starting & Growing Your Online Business • Work Ethics of a Productive Worker • BCP for MSMES • Green Productivity 			<ul style="list-style-type: none"> • 7S of Good Housekeeping: Setting the Pathway to A Safe Workplace in the Period of Pandemic • Work Ethics of a Productive Worker 					
3. Capacity Building (Deployment of Webinar Module)	<ul style="list-style-type: none"> ➤ Conducted 7 webinars: <ul style="list-style-type: none"> • Work Life Balance • 7S of Good Housekeeping: Setting the Pathway to A Safe Workplace in the Period of Pandemic • Leaner Management in the New Normal • Guide to Starting & Growing Your Online Business • Work Ethics of a Productive Worker • BCP for MSMES • Green Productivity 		TTSD	<ul style="list-style-type: none"> ➤ Conducted five (5) webinars: <ul style="list-style-type: none"> • Setting Up and Conducting a Zoom Webinar (June 10) • 7S of Good Housekeeping: Setting the Pathway to A Safe Workplace in the Period of Pandemic with 57 participants (June 23) • Work Ethics of a Productive Worker with 60 participants (August 12) • Unlocking Productivity in BCPs Amid Disruption ✓ Series 1: Business Continuity in Times of Disruption with 248 web participants (May 28) 					



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				✓ Series 2: BCP at Work Challenges and Lessons Learned with 305 web participants (June 26)					
4. 2020 Productivity Conference (<i>Online Webinar Series in lieu of one day Conference</i>)	➤ 2020 Productivity Conference through webinar to conducted from September to November 2020		PPRD	<ul style="list-style-type: none"> ➤ Concept for online webinar series approved by the Directorate ➤ Letters to speakers sent to DOLE for Secretary's signature 					
5. Others	<ul style="list-style-type: none"> ➤ Partnerships on productivity established by end of December 2020 <ul style="list-style-type: none"> • ILO • BLE 		TTSD	<ul style="list-style-type: none"> ➤ Two (2) MOUs/TOR formulated <ul style="list-style-type: none"> • ILO • BLE 					
ORGANIZATIONAL OUTCOME II Fair and reasonable minimum wages in accordance with law ensured									
Wage Regulatory Program 1. Review of Existing Rules and Regulations	➤ Review, amend and consolidate all guidelines and resolutions on the determination and fixing of minimum wages for workers in the private establishments and domestic workers within the year:		RALD	<ul style="list-style-type: none"> ➤ All existing guidelines and resolutions reviewed and amended as necessary; and consolidated in one omnibus rules ➤ Final full draft presented to the Commission Proper ➤ Final draft routed to all the RTWPBs for their 2nd round of comments 					



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				➤ Ongoing consolidation and consideration of comments from the RTWPBs in finalizing the full text					
2. Two-Tiered Wage System (TTWS)									
➤ Tier 1	➤ 12 TTWS monthly regional monitoring reports submitted		RTWPBs in coordination with WPRD and RALD	➤ Six (6) regional reports monitored/consolidated					
	➤ 32 public hearings/consultations conducted, as necessary			➤ Six (6) public hearings/consultation conducted (2 on regular wage order 4 for domestic wage order) with 271 participants (Male: 112, Female: 159)					
	➤ Wage Orders /Implementing Rules issued in accordance with the TTWS guidelines, as necessary			➤ 1 wage order issued (RB II)					
	➤ Percentage of number of minimum wage rates above poverty threshold: <ul style="list-style-type: none"> • 100% of wage rates above the 2012 poverty threshold • 98% of wage rates above the 2015 poverty threshold based on 76 MWRs (as of December 2019) 			<ul style="list-style-type: none"> • 93 out of 93 rates or 100% of wage rates above the 2012 poverty threshold • 70 out of 71 rates or 98.59% of wage rates above the 2015 poverty threshold 					

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	<ul style="list-style-type: none"> 40% of wage rates above the 2018 poverty threshold 			<ul style="list-style-type: none"> 29 out of 70 rates or 41.43% of wage rates above the 2018 poverty threshold 					
	<ul style="list-style-type: none"> 100% of requests for technical assistance on Facility Evaluation (FE) and Time & Motion Studies (TMS) with complete supporting documents acted upon within the prescribed process cycle time 		RTWPBs	<ul style="list-style-type: none"> 100% of 16 requests for technical assistance on Facility Evaluation (FE) with complete supporting documents acted upon <ul style="list-style-type: none"> 12 out of 16 or 75% FE Orders issued 100% of 7 requests for technical assistance on Time & Motion (TMS) with complete supporting documents acted upon <ul style="list-style-type: none"> 6 out of 7 or 85.7% Piece Rate/production orders issued 					
<ul style="list-style-type: none"> D.O 118-12 (Bus) 	<ul style="list-style-type: none"> 100% of requests for part-fixed, part performance-based compensation schemes for bus companies with complete supporting documents acted upon 		RTWPBs	<ul style="list-style-type: none"> 100% of 68 applications/ requests with complete documents acted upon (67 Orders issued, 1 returned due to non-compliance) 					
<ul style="list-style-type: none"> Minimum Wage for Domestic Workers 	<ul style="list-style-type: none"> Domestic Wage Order/IR issued, as necessary 		RTWPBs in coordination with WPRD and RALD	<ul style="list-style-type: none"> 2 domestic wage orders issued (RBs: II & XII) 					

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➤ Tier 2	➤ Wage Advisory for KEGs issued, as necessary		RTWPBs in coordination with WPRD and RALD	➤ No wage advisories issued					
3. Resolution of Exemption Cases									
➤ Application for Exemption Case	➤ Achieved 98% disposition rate on application for exemption filed with RBs within the 45-day reglementary period		RTWPBs	➤ 100% disposition rate (25 out of 25 applications for wage exemption disposed)					
➤ Appeals on Wage Orders and Exemption Cases	➤ Achieved 98% disposition rate on appeal on wage orders and exemption cases within the 60-day reglementary period from date of filing		RALD	➤ No appeal on wage order and exemption cases received for the period					
	➤ Submitted monthly report on status of exemption cases to NCMB every end of the month		RALD	➤ Monthly reports submitted to NCMB on the following dates: - Jan: 24 Jan 2020 - Feb: 25 Feb 2020 - Mar: 25 Mar 2020 - Apr: 24 Apr 2020 - May: 25 May 2020 - June: 25 June 2020					
4. Advocacy and Information Services – Tamang Kaalaman sa Kita at Kakayahan (T3K)	➤ 270,000 clients reached thru advocacy and information services by end of November 2020		RTWPBs, PID	➤ 139,129 (52%) clients reached thru advocacy and information services with the following breakdown:					

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	<ul style="list-style-type: none"> Public information assistance provided to clients IEC materials developed and disseminated Wage Clinique/Seminars/LS Mass media campaigns 			<ul style="list-style-type: none"> 8,352 public information assistance provided 23,064 IEC materials developed/disseminated 4,781 clients on wage Clinique/seminar/LS 102,932 clients reached thru mass media campaigns 					
	➤ Monograph on pay practices for NSFES by end of December 2020		WPRD, PID	➤ 15 monographs on pay standards and practices updated in April 2020					
	➤ 100% of requests for legal advice acted upon within 5 days from receipt of request		RALD	➤ 10 (100%) requests for legal advice acted upon within 5 days from receipt of request					
5. Learning Sessions	➤ Monthly (12) learning sessions on wages, productivity and labor market-related topics/concerns conducted	Self-funded project	PID	➤ 2 learning sessions conducted benefitting 145 participants (Male: 32 Female 113 from 72 companies)					No LS since March to June due to COVID pandemic
6. Research studies/technical papers/reports on wages and productivity as bases for sound policy formulation/ recommendation	➤ Conducted/completed the following research studies/technical papers/reports on wages and productivity within the year <ul style="list-style-type: none"> Amendatory Bill to Productivity Incentives Act pf 		PPRD	<ul style="list-style-type: none"> Amendatory bill drafted and submitted for 					

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	1990/RA 6971 submitted to Congress (Legislative Agenda)			deliberation of TIPC House of Representatives and Senate					
	<ul style="list-style-type: none"> Redesigning of Productivity Improvement Programs (PIPs) and Gainsharing (GS) scheme questionnaire rider to PSA survey 		PPRD	<ul style="list-style-type: none"> Online survey deployed 					
	<ul style="list-style-type: none"> Policy Environment for Productivity in the ASEAN 		PPRD	<ul style="list-style-type: none"> Draft paper submitted under review last April 2020 					Drop project due change of priority
	<ul style="list-style-type: none"> Assessment on the Implementation of the Minimum Wage Policy (on extension) 		WPRD	<ul style="list-style-type: none"> Reports reviewed and provided 2 sets of comments/inputs 					Implementation Agreement extended
	<ul style="list-style-type: none"> Assessment of the Time and Motion Study and Facilitation Evaluation –Phase 2 with ILS 		WPRD in coordination with ILS	<ul style="list-style-type: none"> Reviewed and submitted the CSM form re NWPC-ILS partnership on FE/ TMS Study 					Deferred by ILS for 2021 in a letter dated 22 May 202
	<ul style="list-style-type: none"> Development of Empirical Framework for Setting Minimum Wages of Domestic Workers (continuation) 		WPRD	<ul style="list-style-type: none"> Letter submitted to PSRTI re: prospective consultants and inclusion of the online capacity building activity in the consultant's TOR 					Release of the Kasambahay Rider Module results set in September 2020
	<ul style="list-style-type: none"> Study on Prevailing Wages Among BMBEs 		WPRD	<ul style="list-style-type: none"> Concept note prepared Research instruments finalized 					Awaiting release of BMBE email addresses from the DTI to date



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				<ul style="list-style-type: none"> On-going coordination with DTI for list/email addresses of target BMBEs 					
	<ul style="list-style-type: none"> Research on Emerging Work Arrangements and the Possibility of Implementing Hourly Minimum Wages 		WPRD	<ul style="list-style-type: none"> Concept note prepared Report presentation to ILO Wage Expert Research report submitted to ED on May 2020 					
NON CORE INDICATORS									
SUPPORT TO OPERATIONS									
1. Communication Program	➤ Submitted to IPS a copy of approved Communication Plan of the NWPC to IPS for January to December 2020 by 31 March 2020		PID, RTWPBs, Directorate	➤ Approved NWPC Communication Plan submitted to IPS					
	➤ Submitted to IPS at least three (3) Good News Stories and/or Press Releases by end of each month		PID, RTWPBs	<ul style="list-style-type: none"> ➤ 25 good news reports submitted ➤ 23 press releases disseminated 					
	➤ Attended to 100% of requests for TV/radio interviews		Directorate, PID, RTWPBs	➤ 100% of 64 requests for TV appearances/radio guesting granted					
2. Statistical Performance Reporting System (SPRS)	➤ Submitted to PS the SPRS monthly report through DPX within 7 working days after the reference month		PID	<ul style="list-style-type: none"> ➤ Monthly SPRS reports submitted to DOLE on line SPRS on the following dates: <ul style="list-style-type: none"> - Jan: 04 Feb 2020 - Feb: 03 Mar 2020 					

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				<ul style="list-style-type: none"> - Mar: 02 Apr 2020 - Apr: 08 May 2020 - May: 14 Sept 2020 - June: 14 Sept 2020 					
3. Gender and Development Plan (GAD)	<ul style="list-style-type: none"> ➤ Submitted to PS the 2020 GAD Annual Report within 5 working days after the reference period 		PID/AD	<ul style="list-style-type: none"> ➤ Participated Women's Month Celebration by the following initiatives: <ul style="list-style-type: none"> - Purchased/disseminated women's shirt - Displayed tarpaulin/ banner with PCW's logo ➤ 2019 GAD-AR submitted to PCW thru GMMS online) on 28 February 2020 ➤ PCW endorsed NWPC 2020 GAD Plan and Budget received 03 March 2020 					
4. Implementation of Quality Management System (QMS) aligned with International for Standardization (ISO) standards or continuing ISO Certification of Process/es and System/s	<ul style="list-style-type: none"> ➤ Sustained and enhanced the ISO 9001:2015 QMS and submitted status reports continual improvement activities and initiatives to FMS on or before the 15th day of the month following the reference quarter 		QMS Committee and Program Managers	<ul style="list-style-type: none"> ➤ Submitted progress report to FMS on the following dates: <ul style="list-style-type: none"> - 1st quarter: May 12, 2020 - 2nd quarter: Sept. 15, 2020 					
5. NWPC Citizen Charter/ Anti-Red Tape Act (ARTA) Implementation	<ul style="list-style-type: none"> ➤ Achieved no less than 75% client satisfaction rating of at least Very Satisfactory on Quality of Services and Quality of Facilities and submitted reports to FMS on or before the 15th day of the month following the reference month 		AD, PID	<ul style="list-style-type: none"> ➤ Quarterly report submitted to FMS on the following dates: <ul style="list-style-type: none"> - 1st quarter: June 4, 2020 - 2nd quarter: July 7, 2020 					



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GENERAL ADMINISTRATIVE AND SUPPORT SERVICES									
1. Integrity Development Program	➤ Submitted 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 to LS using the prescribe forms with complete data/information not later than 5th day of the month after the end of reference quarter		RALD	➤ Quarterly report submitted to LS on: - 1st quarter: July 14, 2020 (due to the imposition of CQ) - 2nd quarter: July 14, 2020 (due to the imposition of CQ)					
2. Strategic Performance Management System (SPMS)	➤ Submitted to PS the 2020 OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary thru Cluster Head		PID in coordination with all Division	➤ Submitted OPCR on September 17, 2020					Initially submitted the 2020 OPCR but due to the pandemic, 2020 reformulated OPCR was presented during the DOLE MYPA
	➤ Submitted to PS the 2020 Reformulated OPCR within 10 working days from receipt of the approved Indicators for template for endorsement to the Secretary thru the Cluster Head		PID in coordination with all Division	➤ Submitted OPCR on September 17, 2020					Received the non-core indicators on September 11, 2020.
	➤ Submitted to PS through DPX or PS official email the PDF copy of signed OPCR with accomplishments as of 1st		PID in coordination with all Division	➤ Submitted OPCR on September 17, 2020					

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	semester within 15 days after the reference period																				
	<ul style="list-style-type: none"> ➤ Submitted to PS through DPX or PS official email the PDF copy of signed annual OPCR with accomplishments within 15 days after reference period 		PID in coordination with all Division																		
	<ul style="list-style-type: none"> ➤ Submitted to HRDS summary of IPCR ratings within 30 calendar days upon receipt or approved OPCR ratings (covers accomplishment in the previous year) 		AD	<ul style="list-style-type: none"> ➤ 2019 IPCR ratings for those eligible for the 2019 PBB incentive were updated as of August 28. 					Endorsement memo to HRDS for approval												
3. Financial Management	<ul style="list-style-type: none"> ➤ Fund Utilization (Budget Utilization Rate) <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Obligation Rate</th> <th>Semestral Rate</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>15%</td> <td rowspan="2">50%</td> </tr> <tr> <td>Q2</td> <td>50%</td> </tr> <tr> <td>Q3</td> <td>85%</td> <td rowspan="2">100%</td> </tr> <tr> <td>Q4</td> <td>100%</td> </tr> </tbody> </table> <p><i>Obligation Rate = Obligation/Allotment</i></p>		Obligation Rate	Semestral Rate	Q1	15%	50%	Q2	50%	Q3	85%	100%	Q4	100%		FMD	<ul style="list-style-type: none"> ➤ Fund utilization rate (BUR) - 1st quarter: 20% - 2nd quarter: 41% 				
	Obligation Rate	Semestral Rate																			
Q1	15%	50%																			
Q2	50%																				
Q3	85%	100%																			
Q4	100%																				
4. Compliance to COA Observations	<ul style="list-style-type: none"> ➤ Submitted quarterly Report of Actions Taken on 100% Compliance to COA Recommendations to IAS not later than the 10th day of the month following the reference quarter 		FMD	<ul style="list-style-type: none"> ➤ Quarterly report of action report submitted to IAS on the following dates: - 1st quarter: July 10, 2020 - 2nd quarter: July 10, 2020 					1st quarter report was submitted late due to declaration of ECQ												



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5. Audit Opinion	➤ Received unqualified audit opinion or maintained prior year opinion but not lower than qualified opinion		FMD, All Divisions, RBs						Waiting for COA report
6. Reporting of Key Frontline Services Accomplishments of DOLE-CO, ROS, POLOs and Attached Agencies	➤ Submitted monthly accomplishment report (through online using Google Sheet) in the delivery of the Key Frontline Services aligned with RA 11032 Process Cycle Time (PCT) as declared in the DOLE/Attached Agencies Citizen's Charter and consistent with SPRS or similar reports monthly - not later than the 10th day of the month		PID	➤ Key Frontline services accomplishment report submitted on the following dates: <ul style="list-style-type: none"> - Jan: 30 Jan 2020 - Feb: 04 Mar 2020 - Mar: 01 Jun 2020 - Apr: 01 Jun 2020 - May: 01 Jun 2020 - June: 30 Jun 2020 					
7. Human Resource Development Interventions ➤ Recruitment and Selection	➤ Submitted to HRDS monthly report on Personnel Complement two (2) working days after the reference month: <ul style="list-style-type: none"> • Regular and Non-Regular Positions 		AD	➤ Monthly report of personnel complement submitted on the following dates: <ul style="list-style-type: none"> - Jan: 28 Jan 2020 - Feb: 28 Feb 2020 - Mar: 29 Mar 2020 - Apr: 29 Apr 2020 - May: 28 May 2020 - June: 25 June 2020 					
➤ Capacity Building of Staff	➤ 100% of the actual number of employees provided with trainings and other learning opportunities (mentoring, coaching, learning		AD	➤ At the CO level, 17% or 10 out of 70 personnel have been provided trainings as of end of May 2020. At the RB level,					Ongoing consolidation of webinars attended



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	sessions) including continuing Professional Development Programs (CPD)/ Management and Leadership Programs (within 2020 end of November 2020)			90% or 82 out of 91 personnel have been provided training as of end of June 2020.					
	➤ Submitted to HRDS Annual Training Plan which reflect the title, brief description, target participants, duration/date, focal office, estimated copy pax by 1st week of January within the reference year (for employees in the Central Offices, and Attached Agencies)		AD	➤ Pending receipt of inputs to the 2020 Training Plan. A Memorandum was drafted within the 1st semester of CY 2020 soliciting information from all Program Managers for this report					
8. Transparency Seal Compliance	<p>➤ 100% compliance with Transparency Seal requirements in accordance with General Appropriations Act (GAA), IATF Memorandum Circular, and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority, with the following schedule:</p> <p>Date of On-line Checking</p> <ul style="list-style-type: none"> • Q1 & Q2 - July 30, 2020 • Q3 - September 25, 2020 • Q4 - March 15, 2021 <p>* For PBB Requirements Compliance, the usual schedule of validation by the oversight validating office (DBM-OCIO) is October 1 of the year.</p>		AD, FMD, PID in coordination with concerned program managers	➤ 100% of Transparency seal based on GAA, IATF MC 2018-1 requirements posted in the NWPC website					



AVERAGE RATING

Category	Program		Rating			
Core Indicators						
Non-Core Indicators						
Total Overall Rating						
Final Average Rating						
Adjectival Rating						

Assessed by:				Final Rating by:	
	Date		Date		Date
DIRECTOR ADELINE T. DE CASTRO		UNDERSECRETARY		SILVESTRE H. BELLO III	
Planning Service		PMT-CHAIRPERSON		Secretary	

Legend: 1- Efficiency/Quantity 2- Effectiveness/Quality 3- Timeliness 4- Average

03 Sept 2020