



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. VII





INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Janssen O. Ocaña, Administrative Aide VI of the DOLE RO 7, 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 1, 2023 to June 30, 2023.

JANSSEN O. OCAÑA
Administrative Aide VI

Date: _____

Reviewed by:		Approved by:		Date:	
					
	MARIA ELOIDA O. CANTONA, CPA		LILIA A. ESTILLORE, CPA		
	Immediate Supervisor		Regional Director		

Organization al Outcome/PA P	(Target + Measure)				Actual Accomplishments				Rating				Remarks
	Success Indicator (1)	Q ¹ (2)	E ² (3)	T ³ (4)	Q ¹ (5)	E ² (6)	T ³ (7)	A ⁴ (8)					
									(9)	(10)			
CORE FUNCTIONS:													
Single Entry Approach (SENA)	Reviewed/Updated New SENA RFAs assigned on SENAM System with 90% accurate and completeness of information within one (1) day after receipt	Actual Number of SENA RFAs received	90% accurate and complete	Within one (1) day after receipt	17 New SENA RFAs assigned/reviewed and updated on SENAM System	100% accurate and complete	Within 1 hour after receipt	-	5	5	5.0000		
	Prepared Notice of SENA Conference with 95% accuracy within two (2) days after receipt of RFAs	Actual Number of Notice of SENA Conference	95% accurate	Within two (2) days after receipt of RFAs	17 Notices of Conference prepared and served to parties	100% complete and accurate	Within 1 day after receipt of the RFA	-	5	5	5.0000		
	70% Settlement of RFAs handled with 90% satisfaction for both parties within 30 days after 1st conference	70% of RFAs handled are settled	90% satisfaction for both parties	Within 30 days PCT	70.588% or 12 out of 17 requests handled were settled	100% satisfaction for both parties	Within 15 days process cycle time	3	5	5	4.3333		
	Prepared 70% Settlement Agreement/Quitclaim and Release with 90% satisfaction within 30 days from 1st conference	70% of SENA RFA assigned with Settlement Agreement/Quitclaim and release	90% satisfaction	Within 30 days from 1st conference	70.588% or 12 out of 17 SENA RFAs handled have settlement agreement/quitclaim and release prepared	100% satisfaction	Within 15 days from 1st conference	3	5	5	4.3333		
	Prepared (actual) referral to DOLE 7 or appropriate agency for unsettled SENA RFAs with 90% accuracy within 30 days from 1st conference	Prepared (actual) referrals for unsettled RFAs	90% accurate	Within 30 days from 1st conference	Prepared 2 Referrals to appropriate agency	100% accurate	Within 19 days after the 1st conference	-	5	5	5.0000		
RULE 1020	Reviewed and submitted actual number of rule 1020 applications with 90% accuracy to Regional Office within	Actual	With 90% accuracy	Within 1 hour after completion of	330 actual applications	100% accuracy	Reviewed and submitted within 30 minutes after the	-	4	4	4.0000		




	1 hour upon submission of complete requirements		necessary requirements		completion of the necessary requirements						
Labor and Employment Education Program	Reached 2,520 workers, employers and students reached thru LHP, CLES, LEGS including access to the DOLE LEES e-Learning Portal	100% of the target workers, employers and students reached	In accordance with the prescribed guidelines	-	94.339% (2,385) of the target workers, employers and students reached	In accordance with the prescribed guidelines	-	5	5	-	5.0000
	Attained at least 85% average satisfaction rating garnered from evaluation by workers, employers and student reached	100% of the participants evaluated in the seminar	100% average satisfaction rating garnered from evaluation by workers, employers and student reached	-	100% (2,385) out of 2,385 participants evaluated in the seminar	94.90% average satisfaction rating garnered from evaluation by workers, employers and student reached	-	5	4.0	-	4.5000

NON-CORE FUNCTIONS:

GAD	Submit to Regional Office 100% of reportorial requirements with 100% accuracy within 2 working days after the reference quarter	Submitted 100% of the reports	100% compliant to the prescribed QMS form	Within 2 working days after the reference quarter	2 reports submitted out of 4	100% compliant to the prescribed QMS form	Within 3 working days after the reference quarter	3	5	3	3.6666	
Addressing Hotline 8888 complaints	Resolved 100% complaints to clients coursed through 8888 with Compliance Rate of 100% within the required 72-hour response time upon receipt of DOLE Focal Office	100% of the complaints resolved	Provided Complete / concrete action and proof of direct communication with the caller on referred tickets	Resolved complaints within 48 hours upon receipt of the complaints	100% (2 out of 2) complaints resolved	Provided Complete / concrete action and proof of direct communication with the caller on referred tickets	Resolved complaints within 48 hours upon receipt of the complaints	5	5	5	5.0000	

FINAL RATING AVERAGE

<div> <div>First Semester Rating:</div> <div>Core: 37.1666/8 x 70% = 3.2520</div> <div>Non-Core % = 8.6666/2 x 30% = 1.2999</div> <div>Intervening = 4.5519</div> </div>											
FINAL AVERAGE RATING											VS

		Comments and Recommendations for Development Purposes			
Discussed with		Date	Assessed by I certify that I discussed my assessment of the performance with the Employee	Date	Final Rating by
 JANSSEN O. OCAÑA Employee			 MARIA ELOIDA O. CANTONA, CPA Supervisor		 LILIA A. ESTILLORE, CPA Regional Director

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



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I, Janssen O. Ocaña, Administrative Aide VI of the DOLE RO 7, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1, 2023 to December 31, 2023.

JANSSEN O. OCAÑA
Labor and Employment Officer II

Date: _____

Reviewed by:		Approved by:		Date:	
	 MARIA EL OIDA O. CANTONA, CPA Immediate Supervisor		 LILIA A. ESTILLORE, CPA Regional Director		

Organization al Outcome/PA P	(Target + Measure)					Actual Accomplishments					Rating					Remarks
	Success Indicator	Q ¹	E ²	T ³	Q ¹	E ²	T ³	Q ¹	E ²	T ³	A ⁴					
(1)	(2)				(5)			(6)	(7)	(8)	(9)	(10)				
CORE FUNCTIONS:																
Single Entry Approach (SENA)	Reviewed/Updated New SENA RFAs assigned on SENAM System with 90% accurate and completeness of information within one (1) day after receipt	Actual Number of SENA RFAs received	90% accurate and complete	Within one (1) day after receipt	6 New SENA RFAs assigned/reviewed and updated on SENAM System	100% accurate and complete	Within 1 hour after receipt	-	5	5	5.0000					
	Prepared Notice of SENA Conference with 95% accuracy within two (2) days after receipt of RFAs	Actual Number of Notice of SENA Conference	95% accurate	Within two (2) days after receipt of RFAs	6 Notices of Conference prepared and served to parties	100% complete and accurate	Within 1 day after receipt of the RFA	-	5	5	5.0000					
	70% Settlement of RFAs handled with 90% satisfaction for both parties within 30 days after 1st conference	70% of RFAs handled are settled	90% satisfaction for both parties	Within 30 days PCT	90% or 5 out of 6 requests handled were settled	100% satisfaction for both parties	Within 15 days process cycle time	3	5	5	4.3333					
	Prepared 70% Settlement Agreement/Quitclaim and Release with 90% satisfaction within 30 days from 1st conference	70% of SENA RFA assigned with Settlement Agreement/Quitclaim and release	90% satisfaction	Within 30 days from 1st conference	90% or 5 out of 6 SENA RFAs handled have settlement agreement/quitclaim and release prepared	100% satisfaction	Within 15 days from 1st conference	3	5	5	4.3333					
	Prepared (actual) referral to DOLE 7 or appropriate agency for unsettled SENA RFAs with 90% accuracy within 30 days from 1st conference	Prepared (actual) referrals for unsettled RFAs	90% accurate	Within 30 days from 1st conference	Prepared 1 Referral to appropriate agency	100% accurate	Within 19 days after the 1st conference	-	5	5	5.0000					
RULE 1020	Reviewed and submitted actual number of rule 1020 applications with 90% accuracy to Regional Office within 1 hour upon	Actual	With 90% accuracy	Within 1 hour after completion of	465 actual applications	100% accuracy	Reviewed and submitted within 30 minutes after the completion of the	-	4	4	4.0000					




	subtrission of complete requirements			necessary requirements			necessary requirements					
	Reached 2,520 workers, employers and students reached thru LHP, CLES, LEGS including access to the DOLE LEES e-Learning Portal	100% of the target workers, employers and students reached	In accordance with the prescribed guidelines	-	105% (2,650) of the target workers, employers and students reached	In accordance with the prescribed guidelines	-	5	5	-	5.0000	
Labor and Employment Education Program	Attained at least 85% average satisfaction rating garnered from evaluation by workers, employers and student reached	100% of the participants evaluated in the seminar	100% average satisfaction rating garnered from evaluation by workers, employers and student reached	-	100% (2,650) out of 2,650 participants evaluated in the seminar	94.90% average satisfaction rating garnered from evaluation by workers, employers and student reached	-	5	4.0	-	4.5000	

NON-CORE FUNCTIONS:

GAD	Submit to Regional Office 100% of reportorial requirements with 100% accuracy within 2 working days after the reference quarter	Submitted 100% of the reports	100% compliant to the prescribed QMS form	Within 2 working days after the reference quarter	2 reports submitted out of 4	100% compliant to the prescribed QMS form	Within 3 working days after the reference quarter	3	5	3	3.6666	
Addressing Hotline 8888 complaints	Resolved 100% complaints to clients coursed through 8888 with Compliance Rate of 100% within the required 72-hour response time upon receipt of DOLE Focal Office	100% of the complaints resolved	Complete / concrete action and proof of direct communication with the caller on referred tickets	Resolved complaints within 48 hours upon receipt of the complaints	100% (3 out of 3) complaints resolved	Complete / concrete action and proof of direct communication with the caller on referred tickets	Resolved complaints within 48 hours upon receipt of the complaints	5	5	5	5.0000	

FINAL RATING AVERAGE

First Semester Rating:		Core:		Non-Core % =		Intervening =		RATING:		VS	
FINAL AVERAGE RATING		37.1666 / 8 x 70% = 3.2520		8.6666 / 2 x 30% = 1.2999		4.5519					

		Comments and Recommendations for Development Purposes			
Discussed with		Date	Assessed by I certify that I discussed my assessment of the performance with the Employee	Date	Final Rating by
 JANSSEN O. OCAÑA			 MARIA ELOIDA O. CANTONA, CPA		 LILIA A. ESTILLORE, CPA
Employee		Supervisor		Regional Director	

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