



EFFICIENCY AND INTEGRITY DEVELOPMENT PLAN
 Department of Labor and Employment – National Capital Region

Program / Project Description	Annual Verifiable Target / Milestone	Responsible Office / Agency	Timeline
A. PROMOTING TRANSPARENCY			
1. Posting in the DOLE-NCR Website of the following:			
a. Transparency Seal per general provisions of the General Appropriations Act (Section 93) a.1. Agency's mandates and functions, names of its officials with their position and designation and contact information a.2. Annual reports as required under National Budget Circular Nos.507 and 507-A dated 31 January 2007 and 12 June 2007, respectively for the last three (3) years a.3 . Their respective approved budgets and corresponding targets immediate approval of this Act a.4. Major programs and projects categorized in accordance with the five (5) key results areas under EO No.43, s. 2011 a.5. The program/projects beneficiaries as identified in the applicable special provisions a.6. Status of implementation and program/project evaluation and/or assessment reports a.7. Annual procurement plan, contracts awarded and the name of contractors/suppliers/consultants.	Updated data posted	IMSD and TSSDs	Quarterly

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B. STRENGTHENING ACCOUNTABILITY			
a. Strengthening of Systems Integrity to eliminate opportunities for corruption			
a.1. Periodic conduct of internal audit (management, operations and compliance audits)	Audit report submitted to the Agency Head	IAS and its counterparts on ROs	As needed
a.2. Installation and monitoring of CCTV cameras in DOLE premises, especially in areas where frontline services and transactions are done	CCTV cameras in identified areas at the DOLE offices and attached agencies installed and monitored by designated team Guidelines issued	AS and Respective Administrative Units of each office / agency	Upon approval of the capital outlay 4 th Quarter of 2013
a.3. Strict implementation of rules and regulations on the liquidation of cash advance	90% of cash advances liquidated within the prescribed period	FMS and its counterparts in the ROs and attached agencies	Monthly
b. Sustaining a culture of excellence and integrity among DOLE Officials and Employees			
b.1. Holding of moral and character development related activity for officials and employees (such as: film showing, values formation seminars, annual retreat, outreach activities, etc.)	Implementation by all office and agency heads done and a corresponding monitoring and evaluation reports submitted by their respective HR units	HRDS and its counterparts in the ROs and attached agencies	Annually
b.2. Signing of Integrity Pledge by all DOLE Officials and Employees and stakeholders	Pledge signed during the 79 th DOLE Anniversary and POLO Conference in December 2012	All Offices	December 2013

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C. OBSERVANCE OF THE RULE OF THE LAW			
1. Speedy resolution of administrative complaint/cases, especially graft and corruption related complaints/cases	100% disposition / resolution rate in accordance with the Revised Rules on Administrative Cases in the Civil Service	Legal Service and its counterparts in the ROs and attached agencies	2012 – 2016
D. DEMOCRATIC GOVERNANCE			
1. Operationalization of the Tripartite Efficiency and Integrity Boards (TEIBs) in all offices and agencies of the Department pursuant to Department Order No. 109, series of 2011	Reconstitution of the DOLE-NCR Tripartite Efficiency and Integrity Board (TEIB) in accordance with D.O. No. 109, series of 2011 Consultation meetings held and agreements reached on systems improvement review	HRDS, LS, BLR, ROs and attached agencies	2011 – 2014
2. Inclusion of compliance with anti-graft and corruption laws in the industry's Voluntary Code of Good Practices	Approved resolutions implemented and corresponding reports submitted to the TEIBs through HRDS Development of Template to be incorporated in the Voluntary Codes	Concerned offices / agencies, Regional Offices, Labor Relations Cluster	2012 – 2016

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