



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

DEPARTMENT OF LABOR AND EMPLOYMENT	
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ADMINISTRATIVE ORDER NO. 05
Series of 2014

In the interest of the service and in line with the conduct of 2014 **DOLE-Wide Planning Event**, the following officials are hereby directed to attend and participate in the activity to be held on 14-16 January 2014 at the Occupational Safety and Health Center (OSHC), Corner Science Road, Diliman, Quezon City, viz.:

- All Senior Officials
- Heads and Deputies of Attached Agencies
- Regional Directors
- Bureau Directors
- Service Directors

The activity shall be in two (2) parts as follows:

Part 1: DOLE-DOST Convergence Initiative: Rebuilding Through Innovation, Sustainable Employment and Enterprise (RISE) Visayas Project. This part shall be conducted during the 1st day of the activity.

Day 1

- **Session 1-AM:** Media Launch . The DOLE, together with the Department of Science and Technology (DOST), shall publicly launch the RISE Visayas Project.
- **Session 2-PM:** Workshop per region shall be conducted by DOLE(to include Regional Directors, TESDA, NWPC,OWWA,NRCO together with other DOLE attached agencies with RISE implementation functions) with DOST.
The expected output of this workshop is an aggregated report of project delivery specifics of RISE Visayas , i.e., performance indicators, targets, resource requirement, and accountable agencies for 2014 implementation.

Part 2: DOLE-Wide Inter-Cluster Planning Event. This part shall be conducted for 2 days.

Day 2

- **Session 1-AM:** Opening Session /Keynote Message of the Secretary
- **Session 2-AM:** Lead/Focal Agency of Convergence Programs shall make a brief presentation on the following: 2013 progress report, 2014 Deliverables, and policy and program gaps/ issues on program delivery/implementation.
The expected output of this session are Reports on Convergence Programs' 2013 Progress Highlights, 2014 Deliverables and Issues for Resolution.

- Session 3-PM: Each Cluster Chair shall make a brief presentation on the following:
 - Looking Back which shall include key accomplishments for 2013, highlighting breakthrough strategies, issues and lessons learned; and
 - Looking Forward which shall include key actions for 2014.

The expected output of this session shall be a report on each Cluster's 2013 Performance Highlights, 2014 Priority Actions, and Issues for Resolution.

Day 3

- Session 4-AM: Issue Assessment and Resolution. An inter-cluster workshop by issue shall be conducted to discuss identified issues for resolution and propose areas for reform action for the following areas: policy/strategic issues, support and capacity issues, and performance measurement issues. Workshop outputs shall be presented in plenary.

The expected outputs of this session are drafts of the following for SOM Consideration/ Resolution:

 - *Solution Options for Policy/Strategic Issues ;*
 - *Solution Options for Support/Capacity Issues ; and*
 - *Solution Options for Improving Performance Management Team (PMT) Processes and Performance System Rating.*
- Session 5-PM Closing Session: The Secretary is expected to respond to issues raised for resolution and provide preliminary guidance on the same to inform 2014 OPCR Finalization and 2014-2016 Planning Tool Recalibration.

For reference and guidance on the conduct and participation to the event, the following are found attached, viz.:

- Terms of References (Annex A)
- Event Program (Annex B)

Expenses to be incurred relative to the conduct of the activity shall be co-shared among agencies subject to the usual accounting and auditing rules and regulations.

Attendant advisory on administrative arrangements shall be issued by the Administrative Service (AS).

For further clarification and inquiries, contact Ms. Imelda C. Bugayong of PS and Ms. Fe Tioxon of AS at telephone number 527-3000 locals 208, 615 and 619 or email at ps@dole.gov.ph and administrativeservice@gmail.com.

For compliance.


ROSALINDA DIMAPILIS-BALDOZ
 Secretary