

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

DEPARTMENT OF LABOR AND EMPLOYMENT	
Administrative Service Control Records Section-GSD	
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ADVISORY NO. 1
2014 DOLE-Wide Planning Event

FOR: **All Heads of Clusters, Attached Agencies, Bureaus, Services, and ROs**

DATE: 10 January 2014

Pursuant to Administrative Order No. 05, series of 2014 on the conduct of DOLE-Wide Planning Event, please be advised of the following:

1. The conduct of the said activity will be moved to 23-25 January 2014.
2. The activity's Program shall have modifications, as follows:

23 January 2014. DOLE-DOST Convergence Program Initiative: Reconstruction Assistance for Yolanda (RAY) Program

Session 1-AM: Ray Program Workshop per region. After the opening activity, workshop per region shall be conducted by DOLE with DOST (to include Heads and representatives of DOLE ROs, BLE, BWSC, OWWA, NRCO, NWPC, TESDA, and DOST, together with other DOLE attached agencies with RAY implementation functions) to discuss and validate program delivery specifics, i. e., performance indicators, targets, resource requirements, and accountable agencies for 2014 implementation.

The aggregated results (RAY Program 2014 Deliverables) of the workshop shall be presented in the plenary session and shall be attached to the MOA which shall be signed in Session 2-PM.

Session 2-PM: RAY Program MOA signing and Media Launch. The DOLE, together with DOST, shall publicly launch the RAY Program during the Joint Meeting of the NEDA Board-Social Development Committee and the Human Development and Poverty Reduction Cabinet (HDPRC) Cluster which shall be held at the OSHC.

24-25 January 2014. Two-Day DOLE-Wide Planning Event

Day 1:

Session 1-AM: 2013 Looking Back; Looking Forward. After the opening activity and keynote message of the Secretary, Each Cluster shall make a brief presentation on the following: Looking Back, which shall include key accomplishments for 2013, highlighting breakthrough strategies, and issues and lessons learned; and Looking Forward, which shall include key actions for 2014.

The expected outputs of this session shall be Reports on each Cluster's 2013 Performance Highlights, 2014 Priority Actions/Deliverables, and Issues/Concerns for Resolution with recommended actions/options for resolve issues/concerns.

Session 2-PM: Inter-Departmental (with other GAs) Convergence Programs. Lead/Focal Agency of each Convergence Program shall make a brief presentation on the following: 2013 Progress Report, 2014 Deliverables, and policy/program gaps/issues on delivery/implementation.

The expected outputs of this session are Reports on Convergence Programs' 2013 Highlights, 2014 Deliverables, and Issues for Resolution.

Day 2:

Session 1-AM: Issue Assessment and Resolution. After the recap/synthesis of Day 1 activities, the aggregated issues/concerns, recommended actions/options, and/or proposed areas for reform for the following: policy/strategic issues, support and capacity issues, and performance measurement issues.

The expected outputs of this session are the following which may be in the form of instructions/directives from the Secretary:

- ▶ *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 2-PM: Secretary's Time/Closing Session. The Secretary may speak to provide additional guidance/directions for 2014.

3. The Operational Planning Terms of Reference (Annex A) and revised DOLE-Wide Planning Event Program (Annex B), including the soft copy of Planning Tool Template are downloadable from our website, www.dole.gov.ph, under the subhead PROJECTS.
4. Please contact the following persons for further clarifications on technical and administrative concerns:

Ms. Imelda Bugayong-PS for technical concerns; 527 3000 local 619/617, ps@dole.gov.ph
Ms. Fe Tioxon-AS for administrative concerns; 527-3000 local 208, administrativeservice@gmail.com

For your information and guidance.


CIRIACO A. LAGUNZAD III
Undersecretary