MEMORANDUM

TO: The Directorates
Chairmen
Managers
Division Chiefs

SUBJECT: Additional Guidelines

DATE: 26 January 1995

The POEA Planning Office has come up with additional guidelines for the agency level corporate planning which will serve as inputs for the POEA-wide Corporate Plan. The basic format given to the different units last 10 November remains unchanged except for the following:

1. Performance Accomplishments should include policy developments in addition to program developments/achievements which are already in the format. Except for PDO, all other offices did not report accomplishments or policy developments.

2. In formulating your plans, 3 items should be considered:

   a. performance review results (last year's assessment)
   b. Department Priorities
   c. Debt Baseline

   From 3.1 and 2.2 must be given during the Corporate

   Strategic Plan

   2.9. Corporate Plan and Social Reform Agenda

   3.2. Input from other activities; e.g., dialogue with workers, etc.

Copies of item 3.1 will be distributed by the Planning

Office. Due to the thickness of the material, each office will

be provided only a copy of each document.

The Director is requested to furnish these performance report

sheets and program plans that have guidelines.
In preparation for the annual planning exercise scheduled by the end of November, each organizational unit is expected to conduct a review of its own policy directions, program thrusts, and accomplishments for the year 1994.

The following questions may be used as a guide in the preparation of the accomplishment report for 1994.

1. Review of Agency Mission

   The POEA 2000 Mission Statement as formulated during the 1993 strategic planning sessions is presented in Figure 1. To what extent has this mission statement influenced the unit's directions and activities during the year.

   Consider the following factors: target beneficiaries, products/services, service delivery mechanisms/strategies, national government policy, employment conditions in destination countries. Have there been any significant changes vis-a-vis these factors during the year that would warrant some changes in direction for the coming years?

   [FORMAT: Use free text, in bullet points format.]

2. Performance Review

   Indicated in Figure 2 are the strategic programs with corresponding performance indicators and organizational accountabilities identified during the 1993 planning workshop towards attaining POEA 2000.

   Program Accomplishments. Which of these programs were pursued/undertaken by your organizational unit during the year?

   [FORMAT: List programs undertaken, and match index numbers against list in Figure 2.]

   Using the identified performance indicators, specify the targets that you set for 1994? What were the bases for these targets (use Remarks column)? Describe your accomplishments for the year. How do these compare vs. targets for 1994 with your performance for 1993?

   [FORMAT:]
Critical Issues and Underlying Causes. For the programs/activities not undertaken during the year, what factors prevented you from pursuing such programs? Will these factors continue to be critical for the coming year? What are the underlying reasons for the continuing existence of these conditions? Can these conditions be brought under control? How?

[FORMAT: Free text, in bullet points form.]

3. 1995 Action Plans

Priorities. Describe your group's program priorities for 1995. For each program, indicate whether: [R] - routine/ongoing or [S] - start-up/developmental. What is the basis for prioritization?

[FORMAT: Free text, bullet points]

Action Plan. What specific results do you expect to accomplish for the year? Identify specific activities and timetables (quarterly timeframe) for achieving these results. Which organizational unit and/or manager will assume primary responsibility for these activities? Are there any linkages required with other POEA units? with external agencies? Describe the nature of these linkage requirements. What extraordinary resources (not already available) will be needed to accomplish desired results? What are critical assumptions for achieving stated goals/objectives? What are existing mechanisms for monitoring the progress of your unit's activities. Who is/are in charge? How often do you obtain feedback measures?

[FORMAT:

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