MEMORANDUM

TO: MEMBERS OF THE DIRECTORATE
DIRECTOR IIs
DIVISION CHIEFS

RE: PRE-YEPA /CORPLAN PREPARATIONS
Other Guidelines

DATE: 11 January 2001

The theme of this year's corplanning exercise is "Beyond Limits" in consideration of the fact that we are expected to deliver services better than last year's despite constraints and limitations particularly in our financial resource which was reduced significantly. This further prompts us to observe economy measures without sacrificing our efficiency and effectiveness. More outputs with less inputs.

However, this should not give us a reason to be complacent and dispassionate towards our work and organizational efficiency within the next twelve months or so.

It is along this line that we shall embark on a full blown awareness and commitment towards Continuous Process Improvement. This further explains that we have to integrate our efforts in the year-end assessment and corplanning exercise to the mid-year assessment sometime in July.

In order to realize this and to achieve maximum results from our corporate planning exercises, we have scheduled the following activities prior and during the general assembly of management and middle management officials on January 25-26:

1. From January 15-19, Planning Branch shall meet each office on a per branch arrangement to do the following:

   a. using the prescribed form, programs/projects of each branch shall be classified into two categories namely, those with budget allocation and those which do not have budget allocation

   b. evaluate the major program/s and/or mandate of each branch using POEA YEPA Form 1

   c. indicate appropriate percentage of accomplishment (quantitative or qualitative) for each project item as agreed upon by the branch

   d. make a summary of percentages of accomplishments and remarks for the major program/mandate of the branch
e. submit the completed evaluation of project/program to PB Chief for further review and consolidation of results

f. using the results of Customer Satisfaction Survey (CSS) conducted on January 12 and 15, the group shall identify the process needing improvement

g. using appropriate form, process documentation shall be undertaken (this will be the output of the seminar on process documentation conducted late last year); the process map shall be written in illustration board as part of the exhibits during the corplan

h. using the basic evaluation tool, the process shall be analyzed and shall be the basis for the branch's proposed potential banner Continuous Process Improvement project which will be implemented by the branch for the next six months.

However, due to time constraints, only the first step on process analysis shall be presented/exhibited during the corplan exercise

2. Planning Branch shall also conduct office consultation beginning on January 16 to 18 participated by Office Director, Branch Directors and Division Chiefs to tackle the following:

1. Inform the group on the new approach in the evaluation of plans and programs as committed in year 2000. Please refer to the above guideline (no. 1 letters a-e)

Results of the evaluation shall be discussed with the office directors, branch directors and division chiefs on dates specified below:

Monday, January 22: PSO (10 am - 12 nn)
LRO (1 pm - 3 pm)
AO (1 pm - 5 pm)

Tuesday, January 23: GASS (9 am - 12 nn)
WEO (2 pm - 4 pm)

2. Identify banner/flagship programs taking into consideration the allocated budget for the year

3. Complete the Work and Financial Plans form

4. Identify the proposed and potential CPI project of the office using the outputs of the departments under their supervision

3. All branches/departments shall prepare proposed/potential CPI projects (one per branch) using the process analysis (first step), printed in the illustration board and
to be on exhibit during the corplanning exercise. However, during the presentation, only one proposed/potential CPI project shall be presented at the plenary.

The substantive parts of the corporate exercise shall include the following activities:

1. Administrator's Message
2. Power point presentation on assessment of 2000 office accomplishments
3. Video presentation on POEA customers feedback
4. Video presentation on 2000 highlights
5. Video presentation on POEA Best Practices (featuring POEA Pilot CPI Projects)
6. Workshop and Presentation of 2001 Action Plan
7. Overview of General Agreement on Trade in Services (GATS) and Effect on Overseas Employment
8. Powerpoint Presentation on Updates on POEA Corporate Issues (Summary)
   
   8.1 Full Disclosure Policy
   8.2 Deregulation/RA 8042 Amendments
   8.3 OPAS
   8.4 POEA Proposed Revised Rules and Regulations

9. Integration of Outputs (per cluster)

For information and guidance.

[Signature]

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