MEMORANDUM ORDER No.: 02

FOR: MEMBERS OF THE DIRECTORATE
DIRECTOR IIs/OICs
DIVISION CHIEFS/OICs

SUBJECT: CONDUCT OF POEA YEAR-END PERFORMANCE ASSESSMENT & CORPORATE PLANNING (YEPA/CORPLAN) EXERCISES

DATE: January 4, 2013

I. Pursuant to DOLE Administrative Order No. 46, Series of 2012, the POEA shall conduct its 2012 Performance Assessment and 2013 Corporate Planning Exercise on the following schedules:

1. Per Office YEPA:
   1.1 GASS January 9, 2013 (9AM – 4PM) Conference Room of DA for Management Services, 5th Floor
   1.2 PSO and WEO January 10, 2013 (8AM – 4PM) PST HALL, 4th Floor
   1.3 LRO and AO January 10, 2013 (9AM – 4PM) Multi-Purpose Room1, 4th Floor

2. POEA Wide Corporate Planning Exercise February 7-8, 2013 (Tentative) Venue to be announced

II. The activity specifically aims to:

1. Review and assess POEA’s performance for 2012 vis-à-vis the following:
   a. 2012 Physical and Financial Plans;
   b. Secretary’s Directives during the 2012 Corplan and MYPa;
   c. 2012 Office Performance Commitment and Review (OPCR);
   d. Inputs to Department’s FY 2012 Cascading Performance Targets;
   e. Inputs to Department’s Targets in Key Programs and Projects; and
   f. Inputs to Philippine Labor and Employment Plan (PLEP) 2011-2016

2. Plan for 2013 in accordance with major commitments and priority deliverables to meet the needs of the stakeholders and areas to be served.

3. Resolve major issues and concerns which are critical in the effective implementation of POEA plans, programs and services.

4. Document the good practices and initiatives/innovations that contributed to the effective implementation of plans, programs and services for the public and/or efficient operations.
III. The following are the expected outputs at the end of the planning exercises:

1. 2012 Agency Performance Report
   1.1 Annual Report (in narrative form)
   1.2 Office Performance Commitments and Review (OPCR)

2. POEA’s 2013 Plans and Targets
   2.1 Office Performance Commitments and Review
   2.2 FY 2013 Cascading Performance Targets
   2.3 Programs/Projects which may be included in the Department Targets in Key Programs and Projects under Result-Based Performance Management System (RBPMS) Framework

3. Documentation of best practice/s, initiatives or innovations which were initiated/implemented in 2012

4. POEA Calendar of Activities for 2013 to include major events that may require attendance of the President and DOLE Senior Officials

5. Action points/recommendations and Directives

6. Inputs for the preparation to the 80th DOLE Anniversary

IV. All offices shall submit the following on or before January 11, 2013 to the Planning Branch:

1. YEPA Form1 – 2012 Accomplishment Report with Narrative, including good practices and initiatives/innovations that contributed to the effective implementation of plans, programs and services for the public and/or efficient operations together with YEPA Form3 – Monthly breakdown of 2012 Accomplishment Report

2. YEPA Form2 – 2013 Work and Financial Plans (previously submitted during the 2012 Mid-Year Performance Assessment and Reformulation Plan for validation)

3. POEA Calendar of Activities for 2013 to include major events that may require attendance of the President and DOLE Senior Officials

4. Issues and Concerns with action points/recommendations and Directives

5. Inputs for the preparation to the 80th DOLE Anniversary

V. The OIC-Deputy Administrator for Management Services shall oversee the effective conduct of the 2013 POEA YEPA/CORPLAN Exercises.

VI. The Planning and Finance Branches shall provide the necessary technical and administrative support during the conduct of the planning exercises.

For compliance.

HANS LEO J. CACDAC
Administrator
**PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION**  
**STATISTICAL AND PERFORMANCE REPORTING SYSTEM**  
**2012 ACCOMPLISHMENT REPORT**

**DIVISION:**  
**BRANCH:**  
**OFFICE:**

Instructions:

1. Departments/divisions/units concerned shall accomplish this form to indicate the status of implementation of the agency plans/target. If performance indicators can be measured in quantifiable terms, state % of accomplishment. If not, indicate progress or milestone activities completed.

2. The departments/divisions/units shall indicate in the Remarks column the contributing and hindering factors to the achievement of the commitments.

<table>
<thead>
<tr>
<th>MFOs/PROGRAMS/PROJECTS ACTIVITIES/PERFORMANCE INDICATORS</th>
<th>Accomplishment</th>
<th>% Change</th>
<th>Target</th>
<th>% of Accomplishment</th>
<th>REMARKS (Contributing/Hindering Factors)</th>
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<td>2012</td>
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Prepared by:  

(Focal Person/Designate)  

Submitted by:  

(Unit/Division Head)

Noted by:  

(Branch Head)

Date:
### PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION

#### 2013 WORK AND FINANCIAL PLAN

**DIVISION:**

**BRANCH:**

**OFFICE:**

<table>
<thead>
<tr>
<th>MFOs/PROGRAMS/PROJECTS/ACTIVITIES/PERFORMANCE INDICATORS</th>
<th>WORK PLAN 2013</th>
<th>FINANCIAL ALLOCATIONS</th>
<th>REMARKS</th>
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Prepared by:                                               

Approved by:                                               

Date:
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<tr>
<th>MFOs/PROGRAMS/PROJECTS/ACTIVITIES/PERFORMANCE INDICATORS</th>
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<th>FEB.</th>
<th>MAR.</th>
<th>APR.</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
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<th>2012</th>
<th>2011</th>
<th>% Change</th>
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Prepared by:

(Focal Person/Designate)

Submitted by:

(Unit/Division Head)

Noted by:

(Branch Head)

Date:
PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION
2012 YEAR-END PERFORMANCE ASSESSMENT (YEPA)
ISSUES AND CONCERNS

DIVISION (Process Owner):
BRANCH:

<table>
<thead>
<tr>
<th>Issues and Concerns</th>
<th>For Concerned Office (AO, LRO, PSO, WEO, GASS)</th>
<th>Recommendations by Process Owner</th>
<th>Action Taken by Concerned Office</th>
<th>Agreement Reached</th>
<th>Timetable</th>
</tr>
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Submitted by: