MEMORANDUM ORDER No.: 04

FOR: REGIONAL CENTER HEADS
REGIONAL EXTENSION UNIT HEADS
SATELLITE OFFICE HEADS

SUBJECT: CONDUCT OF CENTRAL OFFICE-REGIONAL OFFICES YEAR-END PERFORMANCE ASSESSMENT & CORPORATE PLANNING (CO-RO YEPA/CORPLAN) EXERCISES

DATE: January 17, 2013

I. Pursuant to DOLE Administrative Order No. 46, Series of 2012, the POEA shall conduct a CO-RP YEPA/Corplan from 24-25 January 2013.

II. The activity specifically aims to:

1. Review and assess POEA Regional Offices' performance for 2012;
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; and
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 Regional Offices Performance Report
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. At the end of the exercise, the Regional Offices shall submit the following:

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 CO-RO 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.