

NATIONAL WAGES AND PRODUCTIVITY COMMISSION
2014 PHYSICAL REPORT OF OPERATIONS
as of March 31, 2014

MFO/Strategies/Programs/Projects	Targets		1st Quarter Accomplishments	% Accomp.	Remarks
	Whole Year	First Quarter			
MFO 1: Technical Advisory Services					
I. Enhance Productivity of MSMEs					
Conduct of Productivity Training/ Orientation Programs	> 11,000 firms benefited from productivity trainings and orientations - 7,808 productivity orientations conducted - 3, 200 productivity trainings conducted		> 1,968 firms with 5,658 workforce benefited from trainings/ orientation services - 1,575 firms with 3,688 workforce benefited from productivity orientations conducted - 393 firms with 1,970 workforce benefited from training conducted	17%	
II. Intensive Information Campaign & Showcasing of Success Stories					
1. Development, Production and Dissemination of IEC Materials					
a. Tamang Kaalaman sa Kita at Kakayahan T3K (formerly Operasyon PAWIS)	> 245,000 clients reached - 12 Press conference/briefing - 36 press releases - 12 radio/tv guesting/interviews > 12 NWPC News Bulletin issued > 50 copies of 2013 Annual Reports prepared/disseminated > 70 copies of Compendium of WOs/ IRs Vol.11, 2013) prepared > 5 posters developed/reproduced > 5 brochures/flyers/outsourced > 2 Corporate giveaways developed		> 59,471 clients reached > 5 press conferences/ briefings conducted on Wage Orders issued by NCR, I, II, V and VII > 9 press releases disseminated (WOs of CAR, I, II, V and VII, NWPC [4]) > 5 radio/tv guesting/interviews conducted (RBs) > 1 radio/tv guesting at DZMM DTI's Konsumer ATBP (NWPC) > 3 news bulletin issued	24.27%	
b. Learning Sessions on Wages and Productivity	> 12 Learning sessions conducted	> 2 learning sessions	> 2 learning sessions conducted benefiting 75 participants from 39 companies		
c. Development/ review of Communication Plan	> Communication plan developed/ upgraded		> Draft ComPlan on 2TWS and Productivity Toolbox for approval		

MFO/Strategies/Programs/Projects	Targets		1st Quarter Accomplishments	% Accomp.	Remarks
	Whole Year	First Quarter			
d. Updating/Redesign of NWPC Website > Migration of Website to igov Phils.	> Redesign of website conducted > SOPs in updating the website conducted > NWPC website hosted by igovPhils		> Writers' Club reactivated > Revised website design presented to the Directorate for comments/review > Coordination with igovPhils conducted > Required reporting forms submitted on time		
III. Productivity Awards and Recognition > National Productivity Convention (NPC)	> Concept paper prepared > AVP presentations for 2015 Productivity Olympics prepared > National Productivity Convention conducted		> Draft concept paper revised/submitted > Office order for NPC submitted		
MFO 2: Wage Regulation Services I. More Inclusive Consultation with Stakeholders and Social Partners					
1. Review/Monitoring of socio-economic situation in the region	> 64 Regional wage price situation reports/ 4 consolidated reports prepared > 32 public hearings/wage consultations/deliberations conducted	> 16 Regional wage price situationer reports monitored / 1 consolidated reports prepared	> 5 Regional wage price situationer reports monitored / 1 report consolidated > Report on the 10 lowest minimum wage rates report requested by the Office of the Cabinet Secretary submitted > 3 public hearings/wage consultations conducted		
2. Issuance of Wage Orders (WOs)/ Implementing Rules (IRs)/ Advisories	> WOs/IRRs/reviewed/issued (as necessary) > Productivity Based Pay advisories issued		> 1 wage order issued (RBVII) > Comments on wage advisory of RB VI prepared		
II. Technical Assistance and Advisory Services					
1. Two-Tiered Wage System (2TWS)	> Consolidated report submitted > Technical assistance provided		> Comments on advisories of RBs -NCR,II, IVB, V, VI, X and XIII prepared		

MFO/Strategies/Programs/Projects	Targets		1st Quarter Accomplishments	% Accompl.	Remarks
	Whole Year	First Quarter			
a. Bus Transport Industry	> Report consolidated/monitored > Technical assistance provided		> Presentation on wage increases during calamities presented to the Commission > Report on the minimum wage of ASEAN member states submitted to DTI > Legal opinion on RB VI-21 Resolution No.5 coordinated with DOLE Legal Service > Lay-out pamphlet for 2TWS prepared > Survey questionnaire for the productivity-based pay scheme drafted > Status of bus companies issued LSCC updated > Orientation on DO 118-12 and operational guidelines to Raymond Transit and MRR Transportations conducted > Compensation scheme of 7 bus companies in NCR reviewed/evaluated		In coordination with PID
b. Facility Evaluation (FE) and Time & Motion Studies (TMS)					
> FE	> 100% of applications received from firms with complete supporting documents acted upon		> 51 applications received from firms with complete supporting documents acted upon - 24 out of 51 or 47.1% issued orders		
> TMS	> 100% of applications received from firms with complete supporting documents acted upon		> 25 applications received with complete supporting documents acted upon - 13 out of 25 or 52% issued piece rate/production standard orders		
2 Wage Exemption Cases filed with the Regional Boards	> 98% Disposition rate		> 100% disposition rate for 2013 wage order issuances		
3 Appeals on Wage Orders/ Exemption Cases filed with the Commission	> 98% Disposition rate		> 100% disposition rate for 2013 wage order issuances		
4. Comments/Position/Technical Papers on Legislative Bills on Wages and Productivity	> Comments/position/technical papers on legislative bills on wages and Productivity prepared/ submitted	> Comments/position/technical papers on legislative bills on wages and Productivity prepared/ submitted	> Comments/position papers on the ff.bills prepared/submitted: a. Senate Bill Nos. (SB) - 1372 & 1378 (Benefits of Drivers and Conductors in the PUB Industry)		> as per request of DOLE/Congress/OP

MFO/Strategies/Programs/Projects	Targets		1st Quarter Accomplishments	% Accomp.	Remarks
	Whole Year	First Quarter			
5. Review of Productivity Incentives Act of 1990 (RA 6971)	> Proposed amendments prepared/submitted and monitored	> Proposed amendmens submitted/monitored	- 453, 256,452, 1838, 1213, 1356, 163 and 257 (Bills on Exemption from Taxable Income) b. House Bill Nos. (HB) - 2295, 2307, 3400 (Bills on the Proposed Magna Carta of Workers in the Informal Sector/Economy) > Comments re increasing nightshift differential from 10% to 15% drafted > Letter request to DOLE-LLCO for endorsement on the proposed amendments to Senate submitted		
6. Creation of Productivity Committee (PC)	> Productivity Committee created		> Proposed agenda in the PC with sectoral partners coordinated > Follow-up letter with the concerned stake holders on proposed agenda drafted > Draft guidelines on the creation of Productivity Committee prepared/presented to the Commission		
III. Strengthen Research and Database to Support Policy Development					
1. Review of the Methodology in Estimating the Family Living Wage	> Review of the methodology completed	> Project document prepared > Coordination/meetings with NSO/PSA conducted	> Draft concept note prepared > Initial coordination with key resource persons conducted > Issues/positions of special partners on the existing methodology gathered		
2. Conceptual and Empirical Framework for Determining Minimum Wage for Domestic Workers	> Guidelines issued (Commission level)		> Coordinated with Quezon City-PESO, NSO, TESDA re domestic wokers' data > Survey results of focused group discussion conducted in UP Village, QC and Region VII processed > Draft memo re Guidelines in determining min. wage for domestic workers prepared > Draft competency-based pay scheme for domestic workers prepared > RBs and social partners' comments on the draft guidelines circulated > RBs and social partners's consolidated comments presented to the Commission		
3. Study on the effectiveness of the Wage Structures in Regions I, IV-A and ARMM and Effectiveness of	> Report prepared/completed	> Project document prepared > Data gathered	> Concept note on-going > Related literature on wage structures reviewed		

MFO/Strategies/Programs/Projects	Targets		1st Quarter Accomplishments	% Accomp.	Remarks
	Whole Year	First Quarter			
Exemption Policy in NCR, IV-A, XI and XII					
4. Industry Studies Focusing on Productivity Performance on Manufacturing, Agribusiness and Tourism	<ul style="list-style-type: none"> > Refresher course on Industry Analysis conducted > Re-entry projects completed 	<ul style="list-style-type: none"> > Concept paper prepared > TOR prepared 	<ul style="list-style-type: none"> > Concept paper prepared > TOR submitted > List of industry experts from PIDS and UA&P prepared > Refresher course on industry analysis coordinated > Meeting with Asec. Aldaba of DTI conducted (Jan. 13) > Meeting with Dr. Fernando Aldaba of Ateneo de Manila conducted (March 27) > Draft course outline prepared > List of identified industries per region submitted to experts 		
5. Review of PO criteria, guidelines and mechanics	<ul style="list-style-type: none"> > Final /revised criteria prepared 		<ul style="list-style-type: none"> > Draft concept note on the review of criteria/mechanics of PO prepared > Past PO concerns/issues reviewed > Draft guidelines for 2015 PO prepared 		
6. Comparative Analysis on Selected Asian Labor Productivity	<ul style="list-style-type: none"> > Comparative study completed 		<ul style="list-style-type: none"> > Drafting of concept note on- going > Desk research for the study prepared 		
7 Maintenance/Review of Wages and Productivity Databases	<ul style="list-style-type: none"> > Database updated/maintained 		<ul style="list-style-type: none"> > Database updated/maintained 		
Capability Buiding and Quality Management					
A. Program Development/Conduct of Training					
a. Capacity Building on Productivity (Phase 1)	<ul style="list-style-type: none"> > Batch 1-4 monitored/evaluated > Technical assistance rendered > Program coordinated/monitored 	<ul style="list-style-type: none"> > Administrative/technical assistance rendered 	<ul style="list-style-type: none"> > Administrative/technical assistance rendered > On-site visit/validation of action plans of participants from private companies and RBs - NCR, III, IV-A, VI, VII X and XI > Report on validation of action plans prepared 		
b. Capacity Building on Innovation and Enterprise Phase 2	<ul style="list-style-type: none"> > Singapore's Training (Phase 2) Program managed/implemented (4 batches) 	<ul style="list-style-type: none"> > Pre-training activities coordinated/ managed 	<ul style="list-style-type: none"> > Training documents and requirements prepared > Strategic / social partners' training and travel requirements coordinated > Singapore's requirements on Senior Officials 		

MFO/Strategies/Programs/Projects	Targets		1st Quarter Accomplishments	% Accomp.	Remarks
	Whole Year	First Quarter			
c. Media Event for Capacity Building on Productivity, Innovation and Enterprise Development (Phases 1 & 2)	> Media Event organized/conducted		Visit coordinated with Nanyang Polytechnic > Orientations for the social and strategic partners conducted > Senior Officials Visit organized > Speech for SecLab during the opening program of the Senior Officials Visit prepared (March 28) > Administrative and technical preparations for the media event conducted > Audio Visual Presentations for the ff developed: a. Rbest presentation b. Ati-atihan Festival Hostel c. Learning Journey of Phase 1 Participants > Speeches for the Seclab and Usec. Lagunzad drafted > Press release on productivity journey of selected private sector participants to the Training program to develop Philippine Productivity Specialist drafted > Photo exhibit on the PIPs of participants conceptualized		
d. Pilot test of NWPC / ILO-Greener Business Asia (GBA) Module on Productivity	> Module pilot-tested > Revised module completed	> TOR prepared	> TOR and MOU prepared in coordination with ILO-GBA > Inception and Planning Workshop conducted on 21 February 2014		
e. Upgrading of Training Modules	> Modules updated		> Training module for the DOLE-DOST convergence program on Technology-Driven Resource-Based and Sustainable Livelihood redesigned > Draft concept note on the certification of SQ certified/trained establishments prepared > Draft MOA with DOT on upgraded SQ prepared/revised		
f. Basic Trainers' Training for CO and RB staff	> Basic Trainers' Training for the CO and RB staff conducted				> Scheduled last quarter
g. Implementation of "Let's Talk Productivity"	> 15 Productivity improvements sharing conducted		> 4 productivity sharing sessions during the DOLE Flag Raising conducted		

MFO/Strategies/Programs/Projects	Targets		1st Quarter Accomplishments	% Accomp.	Remarks
	Whole Year	First Quarter			
h. DOLE Convergence Program on Productivity	> Convergence program with concerned DOLE agencies coordinated /training conducted		> Acted as resource speakers on productivity (Feb 16 and March 18) > List of establishments of potential clients for LMC installation submitted to NCMB		
B. Technical Assistance on Productivity	> Technical assistance rendered (as necessary)		> Productivity training for LLCO conducted (Feb. 14 and March 19)		
Planning and Management Information Services					
1. Planning, Evaluation and Monitoring of Commission/ Regional Boards	> Corplan/MYPA conducted > MYPA reports prepared/completed		> Reports for the DOLE cluster documents prepared/submitted > Corplan conducted (Feb.5-6) > Planning Tool prepared and submitted to DOLE > Redefined organizational outcomes and performance indicator submitted to DOLE and DBM > Training workshop on outcomes- based performance informed budget attended		
2. Formulation of NWPC ISSP 2015-2017	> ISSP 2015-2017 Budget formulated/ approved	> ISSP draft budget for 2015 reviewed	> 1st draft ISSP 2015-2017 submitted and presented to directorate > Orientation on AO 39 re government website migration attended		subject for review/ evaluation and approval by ICTO
a. Hardware / software	> IT Inventory report prepared/submitted > Audit Report prepared		> Physical IT Inventory with NWPC Auditor conducted > Information Communication Technology (ICT) Technical assistance provided > ISSP 2015-2017 submitted to ICTO for review and comments		
b. Application Systems > Implementation of Web-based Project Monitoring and Evaluation System > Upgrading of Wage Information System	> Project Monitoring and Evaluation System deployment facilitated > Technical assistance provided > Wage Information System deployment facilitated > Technical assistance provided		> CO and RBs user's training for Wage IS conducted (Jan 22-23, & RBs on Jan 29) > Comments/review of users' training submitted to developer for revision		

MFO/Strategies/Programs/Projects	Targets		1st Quarter Accomplishments	% Accomp.	Remarks
	Whole Year	First Quarter			
c. Provision of IT Related Technical Services	> Technical services on updating maintenance provided > Technical assistance on the following implementation of existing systems provided - eNGAS / Payroll (FMD) - Procurement/Inventory (Admin) - Attendance (Admin)		> Technical assistance provided > Technical assistance provided		
d. Maintenance of NWPC Network (LAN and Internet Connections)	> Network and internet connections maintained		> Network and internet connections maintained		
GENERAL ADMINISTRATION AND SUPPORT TO OPERATIONS					
Human Resource Development Staff Development Program	> Capacity building programs implemented > 20% of officers/staff sent to training		> 11 local seminars/training/orientations attended by 166 employees > 6 vacant positions filled up with approved authority		
NWPC Praise	> NWPC PRAISE prepared/circulated		> NWPC PRAISE prepared and submitted to CSC (Feb 18)		
NWPC Welfare Programs > Annual Physical Examination (APE) > Moral Recovery Program	> APE Conducted > Seminar on MRP organized		> APE of all regular employees in NWPC and NCR conducted (March 2014) > Seminar on MRP organized (Feb) > Outreach program: Virani Foundation (March)		
Financial Management Services > Financial Reports	> 100% fund utilization > Cash utilization		> Allotment utilized PS - 24% MOOE - 24% CO - 91% Total -26% > 95% cash utilization base on cash program		

MFO/Strategies/Programs/Projects	Targets		1st Quarter Accomplishments	% Accomp.	Remarks
	Whole Year	First Quarter			
Document Tracking Management	> Monthly SAOB submitted to FMS every 5th day of the following month		> Monthly SAOB report submitted to DOLE-FMS (2 April)		
	> Monthly status of accounts submitted to FMS every 25th working day of the following month		> Monthly status of accounts submitted to FMS (24 March)		
	> Document Tracking Management institutionalized/operationalized		> Draft guidelines on document management issued /submitted to ED for comments		
Compliance to ISO for Continual Improvement of Processes and Procedures	> QMS documentation prepared > Internal audit conducted		> Action Plan for the preparation of ISO compliant/ certification developed > Initial orientation on the general requirements of ISO 9001:2008 conducted by Ms. Edith Saus and Ms. Laizah Lahan participated by the QMS Committee members		
Institutional Support					
> Integrity Development Program	> Reports submitted				
> Good News Reporting	> 36 Good news submitted to DOLE-LCO	> 12 entries on Good news submitted	> 12 entries on Good news submitted		
> DOLE Incentivizing Compliance (ICP)	> Technical and administrative assistance to ICP and Committed provided				
> Labor Productivity Statistics	> Labor Productivity statistics provided		> Continuous maintenace/review being done		Updating of database would depend upon the release of basic data from PSA - NSCB
> Green Management System Green Our DOLE Program (GODP)	> Waste segregation implemented/ maintained > Regular 5S Day implemented > CSM feedback implemented		> Waste segregation implemented/maintained > Regular 5S day implemented > 50 clients' feedbacks received		
> Gender and Development Plan	> GAD programs and projects conducted/facilitated		> Conducted the following in celebration of the Women's Month; > 8 staff (male -3, female 5) participated in the celebration held in Luneta (March 8) > 3 women related issues and concerns films shown and participated by 69 male and 118 female employees		

MFO/Strategies/Programs/Projects	Targets		1st Quarter Accomplishments	% Accomp.	Remarks
	Whole Year	First Quarter			
			> Seminar on Responsible Parenthood conducted (Feb 2014)		
* Completed means ready for publication or dissemination					
Prepared by:  LOURDES M. SECILLANO Chief, PID	Noted by:  ELVIRA P. JOTA Director II, Technical Service	Approved by:  MARIA CRISELDA R. SY Executive Director IV <i>jk</i>			Date: May 02, 2014

fn: Planning/Agency Perf. Reports/Physical Report of Operations 2014 folder