

NATIONAL WAGES AND PRODUCTIVITY COMMISSION
2014 PHYSICAL REPORT OF OPERATIONS
as of Sept.30, 2014

MFO/Strategies/Programs/Projects	Targets				1st Quarter Accomplishments	2nd Quarter Accomplishments	3rd Quarter Accomplishments	% Accompl.	Remarks/ Status as of Sept 30, 2014
	Whole Year	First Quarter	Second Quarter	Third 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 > 2,560 action plans formulated with improvement programs > 80 terminal reports prepared	> 2,750 firms benefited from productivity trainings and orientations	> 2,750 firms benefited from productivity trainings and orientations	> 2,750 firms benefited from productivity trainings and orientations	> 1,988 firms with 5,558 workforce benefitted from trainings/ orientation services - 1,575 firms with 3,688 workforce benefitted from productivity orientations conducted - 393 firms with 1,970 workforce benefitted from training conducted	> 4,473 firms with 10,319 workforce benefitted from trainings/ orientation services - 2,796 firms with 6,252 workforce benefitted from productivity orientations conducted - 1,677 firms with 4,067 workforce benefitted from training conducted > 1,304 action plans formulated with improvement programs	> 3,860 firms with 8,951 workforce benefitted from trainings/ orientation services - 2,543 firms with 4,581 workforce benefitted from productivity orientations conducted - 1,317 firms with 2,370 workforce benefitted from training conducted 599 action plans formulated with improvement programs	94%	> 10,301 firms with 22,928 workforce benefitted from trainings/ orientation services - 6,914 firms with 14,521 workforce benefitted from productivity orientations conducted - 3,387 firms with 8,407 workforce benefitted from productivity trainings conducted > 1,903 action plans formulated with improvement programs
II. Intensive Information Campaign and Showcasing of Success Stories									
1. Tamang Kaalaman sa Kita at Kakayahan (T3K) (formerly Operasyon PAWIS)									
a. Dissemination and provision of information and technical assistance to clients	> 244,000 clients reached > 12 Press conference/ briefing > 38 press releases - 12 radio/ TV guesting/ interviews	> 9 press releases disseminated	> 9 press releases disseminated	> 9 press releases disseminated	> 59,471 clients reached > 5 press conferences/ briefings conducted on Wage Orders issued by NCR. I, II, V and VI > 9 press releases disseminated (WOs of CAR, I, II, V and VII, NWPC [4]) > 6 radio/ TV guesting/interviews conducted (RBs) - CAR (DZWT, DZRK -WO #16) - RB I (Bombo Radyo -Negosyo at Empleo) - RB II (ABS-CBN - WO #18) - RB VII (DYAB -COLA Implementation) - RB X (ABS-CBN -Wage Reform) -RB XIII (Bombo Radyo- TTWS) > 1 radio/ TV guesting at DZMM DTI's Konsumer ATBP (NWPC)	> 97,479 clients reached > 24 press conferences/briefings conducted > 34 press releases disseminated - Media Event (12) - NWPC (12) - RBs WOs and updates (10) (CAR, I, II, IV-A, V, VII, IX, X, XI, XIII) > 1 TV guesting on Global News Network (GNN) General Assignments hosted by Miguel Gil (NWPC)	> 40,376 clients reached > 39 press releases disseminated - NWPC (24) -RBs WOs and updates (15)	82%	> 200,783 clients reached thru the following: - IEC material - 80,759 - Public Information - 32,354 Assistance - Mass media - 75,621 - Wage Clinics/ public fora - 12,029 > 29 press conference/ briefings conducted > 82 press releases disseminated > 8 radio /TV guesting/ interviews participated
b. Development and dissemination of IEC materials	> 12 NWPC News Bulletin issued > 50 copies of 2013 Annual Reports prepared/ disseminated > 70 copies of Compendium of WOs / IRs Vol.11, 2013 prepared	> 3 News Bulletin issued	> 3 News Bulletin issued	> 3 News Bulletin issued	> 3 news bulletin issued (Jan., Feb & March issues)	> 3 news bulletin issued (April, May & June Issues) > Final draft completed, for printing > Reproduction completed > Binding for bidding	> 3 news bulletin issued (July, Aug & Sept. Issues) > 2013 Annual Report disseminated/ posted in the NWPC website - 50 copies disseminated > 70 copies disseminated	75% 100% 100%	> 9 news bulletin issued

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2 Learning Sessions on Wages and Productivity	> 5 posters developed/reproduced > 5 brochures/flyers/outsourced > 12 Learning sessions conducted	> 2 learning sessions conducted	> 4 learning sessions conducted	> 3 learning sessions conducted	> 1 brochure developed (Media Event) > 2 learning sessions conducted benefiting 75 participants from 39 companies	> 1 poster developed "Productivity Leads to Competitiveness" > 2 brochures completed - "PIPs of Private Enterprises participated In " Training to Develop Phil. Productivity Professional " - "Company Success Stories"	> 5 posters for reproduction - 5S - Green Me - Service Quality - ISTV - PO (Prod.Olympics) > 1 flyer completed (Min. Wage in the Philippines) > 2 brochures on-going - Productivity Toolbox - "Green Me"	80%	> 5 brochures/flyers developed and/or on going revision > 11 learning sessions conducted benefiting 399 participants from 233 companies
3 Development/review of Communication Plan	> Communication plan developed / upgraded				> Draft ComPlan on 2TWS and Productivity Toolbox for approval > Writers' Club reactivated	> NWPC ComPlan draft on-going	> NWPC ComPlan finalized	100%	
4 Updating/Redesign of NWPC Website	> Redesign of website conducted > SOPs in updating the website conducted			> Communication Plan developed/upgraded	> Revised website design presented to the Directorate for comments/review	> Soft launch of NWPC website conducted during the DOLE Flag Raising ceremony (June 9) > Revised website design presented to the Directorate for comments/review	> Revised NWPC website posted	100%	
5 Migration of Website to IGov Phils.	> NWPC website hosted by igovPhils				> Coordination with igovPhils conducted > Orientation on AO 39 re government website migration attended > Required reporting forms submitted on time	> ICTO training/orientation on migration of website coordinated > IGovPhils services on govmail, NARMIS, gov cloud, PNPKI coordinated > Orientation on AO 39 re government website migration attended	> Migration of website on-going		
III. Productivity Awards and Recognition									
1 National Productivity Convention (NPC)	> Concept paper prepared > National Productivity Convention conducted	> Concept paper prepared	> NPC Committee created	> Administrative / technical activities conducted/prepared	> Draft concept paper revised/ submitted > Office order for NPC submitted	> Technical papers/studies of proposed speakers for the productivity forum identified > Proposal /Concept note for the convention prepared and submitted > Office Order for NPC issued > Meeting on updates and taskings of NPC Committee conducted	> List of invitees updated/reviewed > Convention's theme approved > Draft speech of Secretary Beldoz and Usec. Conferido for the NPC prepared > Audio-video presentations prepared > Script for the AVP and draft script for the conduct of NPC prepared > Abstract of price quotation for the venue and accommodation of NPC prepared > Certifications (appreciation, receipt, honoraria, appearance) prepared > Letter invitations and venue advisory prepared and sent to invitees	80%	
2 Review of PO criteria, guidelines and mechanics	> Final /revised criteria, mechanics and guidelines prepared	> Creation of TWG for PO	> Meetings with TWG-PO conducted	> Recommendations/ review of guidelines conducted	> Draft concept note on the review of criteria/mechanics of PO prepared > Past PO concerns/ issues reviewed > Draft guidelines for 2015 PO prepared	> Concept paper revised/finalized > 2015 PO action plan, criteria, mechanics and guidelines prepared/ revised and submitted to Directorate > Comments/inputs of RTWPBs from the conduct of 2013 Productivity Olympics consolidated > Division meeting on the inputs / improvements on the criteria, mechanics and guidelines from RTWPBs conducted > Inputs of RTWPBs on the Review of Criteria and Mechanics of 2015 PO consolidated and submitted to Directorate	> Executive summary and presentation materials on the proposed 2015 PO criteria and mechanics reviewed > Issues from the previous conduct of PO and proposed 2015 PO reviewed > Proposed 2015 PO Criteria and Mechanics presented to the Commission (Aug.28) > 2015 PO brochures, poster and flyers prepared > Documentation of 2008-2013 PO national winners prepared > Comparative results on the evaluation on the evaluation of 2013 PO national finalist prepared > RBs comments re proposed 2015 PO criteria and mechanics consolidated	70%	
3. Launching of 2015 Productivity Olympics	> AVP presentations for 2015 Productivity Olympics prepared						> Raw video footage of previous PO winners transcribed	80%	

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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	> 18 Regional wage price situationer reports monitored /1 consolidated report prepared	> 18 Regional wage price situationer reports monitored / 1 consolidated report prepared	> 18 Regional wage price situationer reports monitored / 1 consolidated report prepared	> 5 Regional wage price situationer reports monitored / 1 report consolidated > Report on the 10 lowest min. wage rates report requested by the Office of the Cabinet Secretary submitted	> 3 Regional wage price situationer reports monitored / 1 report consolidated > Labor cost of employers and take-home pay of employees for Wage Orders RB-IV-A-18, RB XI-18 prepared	> Regional socio-economic situationer report monitored/prepared/consolidated		
2. Issuance of Wage Orders (WOs)/ Implementing Rules (IRs)/ Advisories	> 32 public hearings/wage consultations/deliberations > WOs/IRRs/reviewed/issued (as necessary) > Productivity Based Pay Scheme advisories issued				> 3 public hearings/wage consultations conducted > 1 wage order issued (RB VII) > Comments on wage advisory of RB VI prepared	> 7 public hearings/wage consultations conducted > 3 wage orders issued (RBs IV-A, XI, XII) > 9 advisories in the Implementation of productivity based pay schemes issued (RBs CAR, IV-A, V,VI, VII, X, XI, XII & XII) > Technical assistance on the wage advisory of RB 1 > Comments on revised wage advisories of RBs II & VI prepared	> 15 public hearings/wage consultations conducted > 3 advisories in the implementation of productivity based pay schemes issued (RBs I, II, & IX)	78%	> 25 public hearings/wage consultations conducted > 4 Wage Orders issued (RBs - IV-A, VII, XI, XII) > 12 advisories in the implementation of productivity based pay schemes issued
II. Technical Assistance and Advisory Services									
1. Two-Tiered Wage System (TTWS)	> Consolidated report submitted > Technical assistance provided				> Comments on advisories of RBs-NCR. II, IVB, V,VI, X and XII prepared > 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	> Approval letter on publication of Productivity-Based Advisory of RBs IV-B & VI prepared > Additional comments to the Productivity Based Advisory of RB IX and XII prepared > Revised advisories of RBs II, IV-B, VI & NCR reviewed > RBs issuance, publication of advisories coordinated > Database of RBs II, IVA and X wage advisory prepared > Full Time Wage and Salary Workers receiving below 2012 Poverty Threshold, by Region generated/ processed > Table on Number of Min. Wage Earners whose wages has been raised to level above poverty threshold, 2012-2013 prepared	> Approval letter on the publication of Productivity-Based Advisory of RBs, I, II, IX prepared > Simulation of the formula of TTWS for NCR, VII. & XI generated > ASEAN & Philippine Wage Map including the major Industries for each country and major economic zones prepared > Status report on the 2nd Tier of TTWS prepared		
a. Bus Transport Industry	> Report consolidated/monitored > Technical assistance provided	> Reports consolidated/ monitored > Technical assistance provided	> Reports consolidated/ monitored > Technical assistance provided	> Reports consolidated/ monitored > Technical assistance provided	> 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	> Status of regional LLCCs issued monitored/consolidated > Technical assistance on the review of compensation scheme provided > Meeting with the TWG on the Bus Transport Industry organized and conducted (Jul 14)	> Status of regional LLCCs issued monitored/consolidated > Technical assistance on the review of compensation scheme provided	100%	
b. Facility Evaluation (FE)	> 100% of applications received from firms with complete supporting documents acted upon				> 55 FE applications handled* from firms with complete supporting documents acted upon - 31 out of 55 or 56.4% issued orders	> 57 FE applications handled* from firms with complete supporting documents acted upon - 51 out of 57 or 89.5% issued orders	> 95 FE applications handled from firms with complete supporting documents acted upon - 71 out of 95 or 74.7% issued orders	100%	> 181 FE applications received from firms with complete supporting documents acted upon - 157 out of 181 or 86.7% issued orders
c. Time & Motion Studies (TMS)	> 100% of applications received from firms with complete supporting documents acted upon				> 25 TMS applications handled* with complete supporting documents acted upon - 12 out of 25 or 48% issued piece rate /production standard orders	> 26 TMS applications handled* with complete supporting documents acted upon -10 out of 26 or 38.5% issued piece rate /production standard orders	> 42 TMS applications handled* with complete supporting documents acted upon -15 out of 42 or 35.7% issued piece rate /production standard orders	100%	> 68 TMS applications received with complete supporting documents acted upon - 41 out of 68 or 60.3% Issued piece rate / production standard

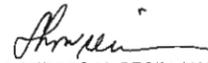
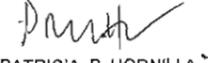
MFO/Strategies/Programs/Projects	Targets				1st Quarter Accomplishments	2nd Quarter Accomplishments	3rd Quarter Accomplishments	% Accompl.	Remarks/ Status as of Sept 30, 2014
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2. Exemption Cases a. Wage Exemption Cases filed with the Regional Boards	> 98% Disposition rate				* Handled = Pending + Received - Withdrawn > 100% disposition rate for 2013 wage order issuances	> 100% disposition rate for 2013 wage order issuances (1 out of 1 application for exemption disposed -RB I) > 100% disposition rate for 2014 wage order issuances (12 out of 12 applications for exemption disposed)	> 100% disposition rate (15 out of 15 applications for exemptions disposed)	100%	
b. Appeals on Wage Orders/ Exemption Cases filed with the Commission	> 98% Disposition rate				> 100% disposition rate for 2013 wage order issuances				no appeals received for the period
III. Strengthen Research and Database in Support to Policy Development 1. Review of the Methodology in Estimating the Family Living Wage (FLW)	> Report on initial review prepared	> Coordination/meetings w/ NSO/PSA conducted	> Coordination meetings with NSO/PSA > Project document prepared		> Draft concept note prepared > initial coordination with key resource persons conducted > Issues/positions of special partners on the existing methodology gathered	> Letter to PSA re FLW prepared > Meeting with PSA to review and update the estimates of the FLW coordinated > Comparative presentation of framework on estimating FLW prepared	> TOR forwarded to PSA for review/ comments > Meetings with PSA on the Review of Methodology in Estimating FLW coordinated / attended > FLW Estimate from Oct 2008 to 2012 prepared (computations based on previous methodology)	40%	
2. Conceptual and Empirical Framework for Determining Minimum Wage for Domestic Workers (DW) > Guidelines on Competency-Based Pay	> Guidelines issued (Commission level)		> Writeshop for the finalization of guidelines	> Guidelines issued	> Coordinated with Quezon City-PESO, NSO, TESDA re domestic workers' 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' consolidated comments presented to the Commission	> Updated rates of domestic workers in other other countries researched > Guidelines on the determination of minimum wage of domestic workers and guidelines on competency-based pay presented to SecLab (April 30) > Quarter report on the progress of the implementation of domestic workers act prepared > Report on ongoing initiatives and future activities on domestic workers prepared > Competency-based pay scale prepared > Draft advisory on domestic workers' Competency-based pay scale prepared	> Rules of Procedures on Min. Wage fixing for Domestic Workers approved (Aug. 28) > Advisory in Competency based pay for DW developed > Workplan for the ILO Proposal to assist in the conduct of the project prepared > Guidelines on the MWF for Domwork presented on the July 14 meeting with government and private agencies > Rules of Procedures on Min. Wage Fixing for Domestic Workers published on Phil. Daily Inquirer, Sept 19) > Revised NC III computations as part of the advisory for Domestic Workers prepared	100%	
3. An Assessment of the Implementation and Effectiveness of Minimum Wages in Selected Regions (RBs I, IV-A and XI)	> Report prepared/completed	> Project document prepared > Data gathered	> Coordination with concerned RBs > Data gathered		> Concept note on-going > Related literature on wage structures reviewed	> Framework for the Research Framework Evaluation of the Effectiveness of the Implementation of Min. Wage developed > Sampling plan and design finalized	> Coordinated with ILO-Geneva for comments and assistance on the research	40%	
4. Industry Studies Focusing on Productivity Performance in Selected Priority Industries (Manufacturing, Agribusiness, Tourism)	> Refresher course on Industry Analysis conducted	> Concept paper prepared > TOR prepared		> Refresher course on industry analysis conducted	> 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	> Concept paper and TOR prepared/ finalized > Consultation with Dr. F. Aldaba on the course outline of the workshop conducted/coordinated (May 9) > Resource persons per topic identified > Highlights of the May 9 meeting/ Consultation with Dr. F. Aldaba prepared/ submitted to Directorate > Matrix re academic profile of participants and copy of advisory of RB XI prepared/forwarded to Dr. Aldaba > Administrative arrangements for the seminar workshop coordinated > Revised contract of consultant submitted to the Directorate	> Three-day seminar-workshop on Industry Value-chain Analysis and other Methodologies on Research Determination and Research Methodologies conducted > Draft terminal report prepared > Post assessment/evaluation of the seminar-workshop conducted (Aug.18)	100%	

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5. Review of Productivity Incentives Act of 1990 (RA 6971)	> Proposed amendments prepared/submitted and monitored	> Proposed amendments submitted/monitored			<ul style="list-style-type: none"> prepared > List of identified industries per region submitted to experts > Letter request to DOLE-LLCO for endorsement on the proposed amendments to Senate submitted > Proposed amendments of RA 6971 incorporation agreements during the Congress 2nd committee hearing prepared/submitted (Feb 9) 	<ul style="list-style-type: none"> > Technical assistance and administrative arrangements on the proposed amendment of RA 6971 to Congress ComSec on Labor and Employment and DOLE-DLLO re committee hearings rendered > Position paper for SB 2193 and SB 950 prepared and submitted to Congress ComSec on Labor and Employment and DOLE-DLLO > Senate/Congress hearings attended > Proposed amendments presented to DOLE-ADB's Regulatory Impact Assessment 	<ul style="list-style-type: none"> > Position paper for the first deliberation regarding the substitute bill related to RA 6971 of the House Committee on Ways and Means at the House of Representatives prepared > Participated during the deliberation with the House Committee on Ways and Means at the House of Representatives 	100%	
6. Creation of Productivity Committee (PC)	> Productivity Committee created				<ul style="list-style-type: none"> > Proposed agenda in the PC with sectoral partners coordinated > Follow-up letter with the concerned stake holders on proposed agenda drafted > Draft resolution on the creation of Productivity Committee prepared/presented to the Commission 	<ul style="list-style-type: none"> > Letter to Social Partners re: request for additional details on their proposed priority agenda for the Productivity Committee prepared/coordinated > Inputs from APL and TUCP-KMP followed -up > Joint meeting with DAP representatives (Mr. C.Sayco and Ms. Andayon) on their proposed agenda for the PC organized/conducted (May 22) > Briefer for ED Sy and DED Homilla on the joint meeting with DAP prepared > Letter invitations/ memo/ AO for speakers, guests and other VIPs prepared 	<ul style="list-style-type: none"> > Updates on SB 2193 (Act Strengthening the Productivity Incentives Act of 1990) coordinated with the office of Senator Jinggoy Estrada 		Plans/ activities for this program are upon the instructions / directives of the Commission
7. Comparative Analysis on Selected Asian Labor Productivity	> Comparative study completed		> Research/ data gathered	> Research/ data gathered	<ul style="list-style-type: none"> > Drafting of concept note drafted > Desk research conducted 	<ul style="list-style-type: none"> > Concept paper revised/finalized > Asian countries with data on labor productivity gathered and identified > Initial statistical data of selected Asian countries presented to the division for comments and suggestions > Selected Asian countries to be part of the study identified/selected Singapore Malaysia, Thailand, Indonesia, Cambodia, Vietnam, Brunei, Hongkong Korea, Mongolia, Philippines) > Current labor productivity of selected Asian countries computed 	<ul style="list-style-type: none"> > Labor Productivity at current and constant based on World Bank (GDP) and ADB (total employment) data recomputed > Data collection revised > Productivity measurements drafted > Initial analysis and result of the study presented to the directorate (Sept. 9) > Statistical graphs and tables prepared 	40%	
8. Survey of Productivity Improvement Programs and Gainsharing Schemes of SMEs (rider to BLES Bits)	> Survey conducted		> Survey instrument prepared	> Survey conducted (c/o BLES)		<ul style="list-style-type: none"> > Administrative arrangements and technical assistance on the revision of BITS rider questionnaire and MOA rendered > Questionnaire for the BITS rider prepared/revised/finalized > MOA on the conduct of survey (ISLES) revised and endorsed to PSA-BLES > Guidelines of ISLE questionnaire and endorsement letter prepared. > NWPC training programs brochure for the conduct of actual survey provided to BLES 	<ul style="list-style-type: none"> > National survey conducted (BLES-PSA) 	100%	
9. Comments/Position/Technical Papers on Legislative Bills on Wages and Productivity (as per request of DOLE/ Congress/OP)	> Comments/position/technical papers on legislative bills on wages and Productivity prepared/submitted (as necessary / requested)				<ul style="list-style-type: none"> > Comments/position papers on the ff. bills prepared/submitted: <ul style="list-style-type: none"> a. Senate Bill Nos. (SB) <ul style="list-style-type: none"> - 1372 & 1378 (Benefits of Drivers and Conductors in the PUB Industry) - 453, 256,452, 1838, 1213, 1356, 183 and 257 (Bills on Exemption from Taxable Income) 		<ul style="list-style-type: none"> > Green jobs bill drafted 		as per request of DOLE/ Congress/OP > 10 Senate bill comments/ position papers prepared/ submitted

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10. Maintenance/ Review of Wages and Productivity Databases	> Database updated/maintained	> Database updated/maintained	> Database updated/maintained	> Database updated/maintained	<ul style="list-style-type: none"> b. House Bill Nos. (HB) - 2285, 2307, 3400 (Bills on the Proposed Magna Carta of Workers in the Informal Sector/Economy) > Comments re increasing night shift differential from 10% to 15% drafted > Updated Living Wage by major industry group per: <ul style="list-style-type: none"> - Gross value added (2011-2013) > Updated Labor Productivity data posted in the NWPC website <ul style="list-style-type: none"> - by region (2011-2013) - by major industry group (2012-2013) 	<ul style="list-style-type: none"> > Labor Productivity by major industry group updated per: <ul style="list-style-type: none"> - employed person (2011-2013) - total hours worked (2012) > LP analysis (June update) for LP Stat and NWPC website 	<ul style="list-style-type: none"> > Twelve sets of statistical tables prepared/updated > Updated/reviewed the following: (GRDP & GVA July 2014, Employment 2014) <ul style="list-style-type: none"> - LP by Region (2011-2013) - LP by Region by Industry (2011-2012) - LP by Major Industry Group (MIG) 2011-2013 using GVA and Employment - LP by MIG and Region 2011-2-12 using total hours worked and GVA as of July 2014 - LP by MIG of Agri, Forestry and Fishing subdivision 1998 - 2013 computed 	100%	<ul style="list-style-type: none"> > 3 House bill comments/position papers prepared/submitted Continuous maintenance/review is being done Updating of database depends on the documents/information from PSA
Capability Building 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 	> Administrative/technical assistance rendered			<ul style="list-style-type: none"> > Administrative/technical assistance rendered > Facilitate deployment of last batch of participants > 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 	> Participant's reports monitored		100%	
b. Media Event for Capacity Building on Productivity, Innovation and Enterprise Development (Phases 1 & 2)	> Media Event organized/conducted		> Media event conducted		<ul style="list-style-type: none"> > Administrative and technical preparations for the media event conducted > Audio Visual Presentations for the event developed / presented <ul style="list-style-type: none"> a. Rbest presentation b. Ati-athian Festival Hostel c. Learning Journey of Phase 1 Participants > Speeches for the SecLab and Usec Lagunza drafted > Press release on productivity journey of selected private sector participants to the Training program to develop Phil. Productivity Specialist drafted/published in Phil Star (April 3, 4 and 8, 2014) > Photo exhibit on the PIPs of participants conceptualized/mounted 	<ul style="list-style-type: none"> > Media event conducted and participated/attended by DOLE, NWPC officials, social partners & delegates from Nanyang Polytechnic and Temasek Foundation, Singapore (April 8) > 2 companies from the private sector presented their Productivity Journey (Rbest Foods Corp and Ati-Athian Hostel) > Press release on the post-media event drafted/published in Phil. Star (April 11 and 12, 2014) 		100%	
c. Capacity Building on Innovation and Enterprise Phase 2	> Singapore's Training (Phase 2) Program managed/implemented (5 batches in 2014, 2 batches in 2015)	> 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 Visit coordinated with Nanyang Polytechnic > Orientations for the social and strategic partners conducted 	<ul style="list-style-type: none"> > 20 Senior Officials from different government offices, labor unions and private sector attended Senior Officials Program on Innovation and Enterprise training in Singapore (March 30 - April 5, 2014) > 15 participants from diff. government offices attended training on Innovation and Enterprise Program Manager's Course training in Singapore (April 18-31, 2014) 	<ul style="list-style-type: none"> > Travel requirements of the Managers Program participants coordinated > Coordinated with Ms. Judy Emily of NYP Singapore re Managers Program requirements > Pre-departure briefings (2 batches) conducted 	60%	

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d. Pilot test of NWPC / ILO-Greener Business Asia (GBA) Module on Productivity	> Module pilot-tested > Revised module completed	> TOR prepared	> Training of Trainers conducted	> Pilot training conducted	> Senior Officials Visit organized > Speech for SecLab during the opening program of the Senior Officials Visit prepared (March 28) > TOR and MOU prepared in coordination with ILO-GBA > Inception and Planning Workshop conducted on 21 February 2014	> ILO-GBA Trainers' Training conducted (May 6-9) > Roll out of the ILO-GBA program to 16 MSMEs conducted (Coron, Palawan) > Report on the Roll out of the program prepared	> ILO-GBA monitoring of 15 MSMEs conducted > Roll out of the ILO-GBA program to 38 MSMEs conducted in Region IV-A (Tagaytay) and in Region VIII (Bohol) > 1st monitoring report in Coron, Palawan prepared > Report on the pilot roll in Bohol prepared > Terminal reports of the pilot roll out in Regions IV-A, IV-B & VII prepared	75%	> Roll out of the ILO-GBA program to 54 MSMEs conducted in Palawan, Tagaytay & Bohol
e. Upgrading of Training Modules	> Modules updated				> Training module for the DOLE-DOST convergence program on Technology DriveN Resource-Based & 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						> Draft project proposal submitted to ILO for funding		Scheduled on the 4th Qtr.
g. Implementation of "Let's Talk Productivity"	> 15 Productivity improvements sharing conducted	> 4 productivity sharing sessions conducted	> 4 productivity sharing sessions conducted	> 5 productivity sharing sessions conducted	> 4 productivity sharing sessions during the DOLE Flag Raising conducted	> 6 productivity sharing sessions during the DOLE Flag Raising conducted	> 3 productivity sharing sessions during the DOLE Flag Raising conducted	66%	13 productivity sharing sessions during the DOLE Flag Raising conducted
h. DOLE Convergence Program on Productivity	> Convergence program with concerned DOLE agencies coordinated/ training conducted				> Acted as resource speakers on productivity (Feb 16 & March 18) > List of establishments of potential clients for LMC installation submitted to NCMB	> 324 MSMEs with LMCs provided with productivity improvement trainings/ orientations attended by 656 participants	> 4 MSMEs with LMCs provided with productivity improvement trainings/ orientations attended by 361 participants		328 MSMEs with LMCs provided with productivity improvement trainings/ orientations attended by 1,017 participants
B. Technical Assistance on Productivity	> Technical assistance rendered (as necessary)				> Productivity training for LLCO conducted (Feb. 14 & March 19)	> Resource speaker on the Philamcop Speakers Bureau Training in Tagaytay (June 27, 2014) > Resource speaker on the 9th Regional Convention on LMC in Calamba City, Laguna (June 27, 2014)			
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 b budget attended	> Planning Tool on 2TWS and Productivity Toolbox revised/submitted to DOLE-PS (June) > Organizational outcomes and Performance Indicators approved by DBM > SONA inputs on productivity prepared/submitted to DOLE-PS (June)	> Reformulated Revised 2014 OPCR submitted to PS (July 8 and Sept.24)		
2. Formulation of NWPC ISSP 2015-2017	> ISSP 2015- Budget formulated/ approved	> ISSP draft budget for 2015 reviewed			> 1st draft ISSP 2015 submitted and presented to directorate > ISSP 2015 submitted to ICTO for review and comments	> ISSP 2015 submitted to ICTO/DBM for evaluation > 1st draft of ICTO's evaluation report submitted > ISSP 2015 submitted to ICTO/DBM for 2nd review			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	> Information Communication Technology (ICT) Technical assistance provided		100%	

MFO/Strategies/Programs/Projects	Targets				1st Quarter Accomplishments	2nd Quarter Accomplishments	3rd Quarter Accomplishments	% Accompl.	Remarks/ Status as of Sept 30, 2014
	Whole Year	First Quarter	Second Quarter	Third Quarter					
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	> System status coordinated			
c. Provision of IT Related Technical Services	> Technical services on updating maintenance provided				> Technical assistance provided	> Technical assistance provided		100%	
d. Maintenance of NWPC Network (LAN and Internet Connections)	> Network & internet connections maintained				> Network and internet connections maintained	> Network and internet connections maintained		100%	
GENERAL ADMINISTRATION AND SUPPORT TO OPERATIONS									
A. 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	> 11 local seminars/ training / orientations attended by 13 employees > 5 vacant positions filled up with approved authority	> 11 local seminars/ training / orientations attended by 63 employees > 6 vacant positions filled up with approved authority		> 32 local seminars/training/ orientations attended by 232 employees > 17vacant positions filled - up with approved authority
> NWPC Praise	> NWPC PRAISE prepared/ circulated				> NWPC PRAISE prepared and submitted to CSC (Feb 18)			100%	> Still with the CSC
B. NWPC Health and Welfare Programs									
> Annual Physical Examination (APE)	> APE Conducted				> APE of all regular employees in NWPC and NCR conducted (March 2014)			100%	
> Vaccinations	> Flu and Pnuemonia vaccinations conducted					> Pnuemonia vaccination conducted (23 April) > Influeza vaccination conducted (July 25)		100%	
> Stress Management	> Monthly Film Showing conducted				> 3 Film showings conducted	> 3 Film showings conducted	> 2 Film showings conducted	100%	
> Moral Recovery Program	> Seminar on MRP organized organized				> Seminar on MRP organized (Feb) > Outreach program in Virleri Foundation conducted (March)			100%	
> Team-Building Exercise	> Team-Building exercise conducted					> Team-building conducted (June)		100%	
> Tree-Planting Activity	> Tree-Planting activity conducted						> Tree-Planting activity conducted (CENRO- Taguig, Aug.)	100%	
> Employee Handbook	> Handbook approved and disseminated					> Draft handbook crafted	> For approval of ED	65%	> Pending request for printing
> Document Mangement System	> Document Management institutionalized/operationalized				> Draft guidelines on document management issued/submitted to ED for comments	> Office Order #29 s.2014 issued		100%	
C. Financial Management Services > Financial Reports	> 100% fund utilization > 100% Cash utilization > Monthly SAOB submitted to FMS every 5th dey of the following month > Monthly status of accounts submitted to FMS every 25th working day of the following month > Request filed with DBM				> Allotment utilized PS - 24% MOOE - 24% CO - 91% Total -26% > 96% cash utilization base on cash program > Monthly SAOB report submitted to DOLE-FMS (2 April) > Monthly status of accounts submitted to FMS (24 March)	as of June 31, 2014 > Allotment utilized PS - 51% MOOE - 50% CO - 96% Total -52% > 97% cash utilization base on cash program > Monthly SAOB report submitted to DOLE-FMS (July 3) > Monthly status of accounts submitted to FMS (July 3) > Request filed with DBM for Issuance of NCA for the refund of insurance premium of motor vehicles from GSIS	as of Sept. 30, 2014 > Allotment utilized PS - 74% MOOE - 69% CO - 99% Total -73% > 96% cash utilization base on cash program > Monthly SAOB report submitted to DOLE-FMS > Monthly status of accounts submitted to FMS (Sept. 24)		

MFO/Strategies/Programs/Projects	Targets				1st Quarter Accomplishments	2nd Quarter Accomplishments	3rd Quarter Accomplishments	% Accomplishment	Remarks/ Status as of Sept 30, 2014	
	Whole Year	First Quarter	Second Quarter	Third Quarter						
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 & Ms Laizah Lahan participated by the QMS Committee members	> QMS Committee reconstituted > Montly progress report on QMS documentetion submitted to DOLE-FMS > QMS documentation review on going	> 2 enrolled processes submitted to FMS	90%		
Institutional Support										
> Integrity Development Program	> Reports submitted				> EID Plan submitted (March)	> Semestral report submitted (July)	> Forum on Efficiency and Integrity attended (Sept. 30)	100%		
> Good News Reporting	> 36 Good news submitted to DOLE-LCO	> 9 entries on Good news submitted	> 9 entries on Good news submitted	> 9 entries on Good news submitted	> 12 entries on Good news submitted	21 entries on Good news submitted		91%	33 entries on Good News ssubmitted	
> DOLE Incentivizing Compliance (ICP)	> Technical and adminstrative assistance to ICP and Committed provided				> ICP meeting attended (Feb 14) > Report of meeting prepared > List of 2011 & 2013 PO winners submitted to BWC for DOLE-ICP					
> NEDA -PDP	> Inputs of 2016 PDP Chapter 3 "Comparative Industry and Service Sector" provided				> Letter to DBM Dir. Laura on labor productivity targets indicated in the updated PDP results matrix prepared > Labor Productivity targeting agreements with BLES, ILS and NEDA coordinated					
> 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	> Waste segregation implemented/maintained > Regular 5S day implemented > 16 clients' feedbacks received	> 13 clients' feedbacks received		> 79 clients' feedback 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 > Seminar on Responsible Parenthood conducted	> 2 women related issues and concerns films shown participated by 55 male and 106 female employees > Youth Development seminar conducted (Aug. 15)				
Other Initiatives : > Regional Performance Audit	> Report prepared > Audit conducted		> Audit instrument prepared > Administrative concerns prepared			> Draft audit instrument prepared > Composition of audit teams and schedule of audit prepared/ revised	> Assessment forms distributed to Regional Boards for accomplishment > 10 out of 16 accomplished assessment forms submitted to Central Office	63%		
* 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:  PATRICIA P. HORNILLA OIC- Executive Director						Date: October 10, 2014		