

QUARTERLY PHYSICAL REPORT OF OPERATIONS
as of December 31, 2015

FM- NWPC-PID -06
Revision 0
17 August 2015

Department of Labor and Employment
Agency National Wages and Productivity Commission
Operating Unit Central Office
Organization Code (UACS) 16 006 01 00000

Particulars	UACS CODE	Physical Targets					Physical Accomplishments				Total (as of Dec. 31, 2015)	Variance as of Dec.	Remarks % accomplished			
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total 7=(3+4+5+6)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter						
Part A MFO 1: Technical Advisory Services Performance Indicator: 1. Number of productivity advisory assignments undertaken	301000000															
a. Productivity Toolbox b. Development/production/ dissemination of IEC materials (Tamang Kasalman sa Kita at Kakayahang T3K) c. Dissemination and provision of information and technical assistance to clients						> 271,500 productivity assignments undertaken - 11,500 productivity trainings/orientations - 280,000 clients reached thru advocacy information services	> 64,795 productivity assignments undertaken: - 657 MSMEs benefitted from training/orientations - 64,136 clients reached thru advocacy information services	> 92,235 productivity assignments undertaken: - 4,563 MSMEs benefitted from training/orientations - 87,652 clients reached thru advocacy information services	> 69,210 productivity assignments undertaken - 3,555 MSMEs benefitted from training/orientation - 65,655 clients reached thru advocacy information services	> 64,513 productivity assignments undertaken - 3,758 MSMEs benefitted from training/orientation - 60,755 clients reached thru advocacy information services	> 290,753 productivity assignments undertaken - 12,553 MSMEs benefitted from training/orientations - 278,200 clients reached thru advocacy information services			107%		
d. Development and dissemination of IFC materials		> 9 press releases disseminated	> 9 press releases disseminated	> 9 press releases disseminated	> 9 press releases disseminated	> 36 press releases > 12 radio/TV newstings/interviews participated > 38 good news submitted	> 13 press releases disseminated > 26 radio, 11 TV newstings/interviews participated > 12 good news submitted to LCO	> 20 press releases disseminated > 42 radio, 16 TV newstings/interviews participated > 11 good news submitted to LCO	> 30 press releases disseminated > 29 radio, 9 TV newstings/interviews participated > 12 good news submitted to LCO	> 4 press releases disseminated > 4 good news submitted to LCO	> 67 press releases disseminated > 97 radio, 36 TV newstings/interviews participated > 39 good news submitted to LCO			108%		
e. Learning Sessions on Wages and Productivity		> 3 News Bulletin issued	> 3 News Bulletin issued	> 3 News Bulletin issued	> 3 News Bulletin issued	> 12 NWPC News Bulletin issued > 50 copies of 2014 Annual Report prepared/disseminated > 70 copies of Compendium of WOs / IRs Vol. 12, 2014 prepared > 4 posters developed/reproduced > 2 brochures/flyers/outsourced	> 3 news bulletin issued (Jan., Feb & March issues) > 2014 Annual report submitted to PS (ndf conv) > 1 poster design drafted > 2 brochure designs drafted	> 3 news bulletin issued (April- June 2015) > 2014 Annual Report for binding on-going > Copies of Compendium of WOs/IRs for distribution > 4 poster designs discussed > 2 brochures for review	> 3 news bulletin published/disseminated (July-Sept) > 2014 Annual report disseminated > Compendium of WOs / IRs for distribution > 3 posters developed/printed > 2 brochures for dissemination	> 3 news bulletin published/disseminated (Oct-Dec) > 2 posters developed/printed	> 12 news bulletin published/disseminated > Copies of 2014 Annual report distributed > 105 copies distributed > 5 posters/developed/printed > 2 brochures for dissemination (FE/TMS) > 7 AVPs developed (TTWS, PO2, EMA, 2 Documentary, OPR)			100%		
2. Productivity Awards & Recognition > National Productivity Olympics (NPO)		> 2 learning sessions conducted	> 4 learning sessions conducted	> 3 learning sessions conducted	> 3 learning sessions conducted	> 12 Learning sessions conducted	> 2 learning sessions conducted benefiting 102 participants from 70 companies	> 6 learning sessions conducted benefiting 230 participants from 133 companies	> 3 learning sessions conducted benefiting 156 participants from 95 companies	> 4 learning sessions conducted benefiting 132 participants from 63 companies	> 15 learning sessions conducted benefiting 620 participants from 361 companies (125% accomplishment over the target)			125%		
> National Productivity Olympics (NPD)		> 2015 PO criteria, mechanics and guidelines presented	> NWPC Evaluators, NSC and NJP created	> NSC and NJP convened > PO finalists selected > Administrative / technical activities conducted/	> Productivity Olympics winners declared/awarded > National Productivity Olympics conducted	> Conducted orientation on the revised PO criteria and mechanics during CO-RB Coplan (Jan. 21, 2015) and PALSCON Gen. Membership Meeting (26 Feb. 2015) > Memo on the conduct of PO at regional level prepared > RBs PO action plans summarized and prepared > Proposed composition of 2015 PO NSC and NJP prepared	> Coordination, assistance and monitoring of RB provided > 70 PO regional winners declared/awarded by RBs > NJP convened	> Briefing session of PO criteria and mechanics for members of NSC and NJP conducted > NSC convened 70 national nominees screened/evaluated, 26 regional finalists selected and endorsed to NJP > NJP convened, National finalists screened/evaluated > 9 winners selected	> 9 national winners awarded during the NPO conducted 15 Oct. 2015 at Hotel Jen, Manila			100%				
3. Percentage of clients who rate technical advice as satisfactory or better						> 90%	> 93 out of 93 or 100% of the respondents rated course content, materials and trainer as satisfactory or better	> 1,557 out of 1,557 or 100% of the respondents rated course content, materials and trainer as satisfactory or better (3)	> 1,249 out of 1,249 or 100% of the respondents rated course content, materials and trainer as satisfactory or better (3)	> 571 out of 571 or 100% of the respondents rated course content, materials and trainer as satisfactory or better (3)	> 3,470 out of 3,470 or 100% respondents rated training/orientation as satisfactory or better (3)					
a. Training/Orientation						> 85%	> 151 out of 151 or 100% rated satisfactory from the information and technical assistance provided	> 165 out of 165 or 100% rated satisfactory from the information and technical assistance provided	> 193 out of 193 or 100% rated satisfactory from the information and technical assistance provided	> 160 out of 162 or 98.7% rated satisfactory from the information and technical assistance provided	> 669 out of 671 or 99.7% rated satisfactory from the information and technical assistance provided					
b. Information and Technical Assistance (Walk-in clients/ Learning Session)																

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		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	2nd Quarter	3rd Quarter				4th Quarter
4. % of requests for legal advice acted upon within 5 days of request						> 85%	> 100% or 939 out of 939 of request for legal advice acted upon	> 100% or 883 out of 883 of requests for legal advice acted upon within 5 days from receipt of request	> 100% or 1,159 out of 1,159 of requests for legal advice acted upon within 5 days from receipt of request	> 100% or 609 out of 609 of requests for legal advice acted upon within 5 days from receipt of request	> 3,590 requests for legal advice acted upon within 5 days of receipt of request		100%
MFO 2: Wage Regulation Services Performance Indicator: 1. Disposition rate on wage orders/ exemption cases within the prescribed period a. Application for wage exemption filed with the Regional Board disposed within 45 days b. Appeal cases on wage orders/ exemption filed with the Comm. disposed within 80 days 2. Percent of wage cases decision on wages appealed to higher court (judicial appeal)	302000000					> 98% disposition rate	> 63% disposition rate or 15 out of 24 wage exemption cases disposed (9 applications were received March 13)	> 88% disposition rate or 17 out of 25 wage exemption cases disposed	> 87 % disposition rate or 22 out of 33 wage exemption cases disposed	> 83 % disposition rate or 69 out of 74 wage exemption cases disposed	> 100% disposition rate or 78 out of 78 application for wage exemptions cases disposed		100%
						> 88% disposition rate	> no appeals received for the period	> 100% disposition rate or 1 out of 1 appeal received/ disposed	> 100% disposition rate or 1 out of 1 appeal received/ disposed	> no appeals received for the period	> 100% disposition rate or 2 out of 2 appeals received/ disposed		100%
						> 50%	> No pending case filed in higher court						
Part B MAJOR PROGRAMS & PROJECTS KEY RESULTS AREA : Rapid, Inclusive and Sustained Economic Growth													
I. More Inclusive Consultation with Stakeholders and Social Partners													
1. Review/Monitoring of socio-economic situation in the region		> 16 Regional wage price situationer reports monitored/ 1 report prepared	> 16 Regional wage price situationer reports monitored/ 1 report prepared	> 18 Regional wage price situationer reports monitored/ 1 report prepared	> 16 Regional wage price situationer reports monitored/ 1 report prepared	> 84 Regional wage price situationer reports/ > 4 consolidated reports prepared	> 16 Regional wage price situationer reports monitored / 1 report consolidated	> 16 Regional wage price situationer reports monitored / 1 report consolidated	> 16 Regional wage price situationer reports monitored / 1 report consolidated	> 16 Regional wage price situationer reports monitored / 1 report consolidated	> 84 Regional wage price situationer reports monitored/ 4 reports prepared		100%
						> 32 public hearings/wage consultations/deliberations	> 11 public hearings/wage consultations conducted	> 16 public hearings/wage consultations conducted	> 5 public hearings/wage consultations conducted	> 13 public hearings/wage consultations conducted	> 45 public hearings/ wage consultations conducted		
2. Issuance of Wage Orders (WOs)/ Implementing Rules (IRs)/ Advisories						> WOs/IRs/reviewed/issued (as necessary)	> 3 wage order issued (RBs NCR, VIII, XIII)	> 5 wage orders issued (CAR, 1, IV-B VI, X)	> 2 wage orders issued (RB 7, CAR-WO for domwork)	> 2 wage orders issued (RB)	> 12 wage orders issued/ IRRs issued		
						> 1 Productivity Based Pay Scheme advisories issued (RB VIII)		> 1 Productivity based pay scheme issued (RB VIII)			> 1 productivity based pay scheme advisory issued (RB VIII)		100%
3. Minimum Wage for Domestic Workers > Tier 1			> Orientation & capacity building for RBs conducted				> Capacity building conducted Feb. 23-27, 2015						
> Tier 2				> Advisory issued			> Status on the implementation of the 2nd Tier monitored/ report prepared	> Status on the implementation of the 2nd Tier monitored/ report prepared	> Status on the implementation of the 2nd Tier monitored/ report prepared	> Status on the implementation of the 2nd Tier monitored/ report prepared	> Advisory issued (24 Feb.)		100%
							> Advisory issued 24 Feb 2015						
II. Technical Assistance and Advisory Services													
1. Two-Tiered Wage System (TTWS)						> Review and assessment conducted	> Labor cost and take home pay of NCR as reference in MW setting in NCR (123 options prepared)						
						> 80 certificates of recognition awarded to establishments implementing Tier 2	> Status of the implementation of the 2nd Tier monitored/report prepared	> 31 establishments implementing Tier 2 awarded certificate of recognition	> 5 establishments implementing Tier 2 awarded certificate of recognition	> 39 establishments implementing Tier 2 awarded certificate of recognition	75 establishments awarded certificates of recognition		94%
						800 MSMEs provided with technical assistance on designing productivity-based incentive schemes		> 252 MSMEs provided with technical assistance on designing productivity-based incentive schemes	> 104 MSMEs provided with technical assistance on designing productivity-based incentive schemes	> 488 MSMEs provided with technical assistance on designing productivity-based incentive schemes	> 824 MSMEs provided with technical assistance on designing productivity-based incentive schemes		135%
						80 MSMEs implementing Tier 2 documented					> 379 MSMEs implementing Tier 2 documented		100%
a. Bus Transport Industry		> Reports consolidated monitored	Report consolidated/ monitored	> Reports consolidated	> Reports monitored/ consolidated	> Reports monitored / consolidated	> Reports monitored / consolidated						
b. Facility Evaluation (FE)						100% of applications received from firms with complete supporting docs. acted upon	> 67 FE applications handled* from firms with complete supporting documents acted upon: - 38 out of 87 or 58.7% issued orders	> 85 FE applications handled* from firms with complete supporting documents acted upon: - 64 out of 85 or 75% issued orders	> 138 FE applications handled from firms with complete documents acted upon: - 79 out of 136 or 58 % issued orders	> 96 FE applications handled from firms with complete documents acted upon: - 67 out of 96 or 70 % issued orders	> 280 FE applications handled from firms with complete documents acted upon: - 251 out of 280 or 89.8% issued orders		100%
c. Time & Motion Studies (TMS)						100% of applications received from firms with complete supporting documents acted upon	> 29 TMS applications handled* with complete supporting documents acted upon: - 12 out of 29 or 41.4% issued piece rate /production standard orders * Handled = Pending + Received -withdrawn	> 39 TMS applications handled with complete supporting documents acted upon - 21 out of 39 or 53.8% issued piece rate /production standard orders	> 30 TMS applications handled from firms with complete documents acted upon: - 18 out of 30 or 53.3 % issued piece rate/ production standard orders	> 35 TMS applications handled from firms with complete documents acted upon: - 22 out of 35 or 63. % issued piece rate/ production standard orders	> 84 TMS applications handled from firms with complete documents acted upon: - 71 out of 84 or 84.5% issued piece rate/ production standard orders		100%

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8. Review of Productivity Incentives Act of 1990						Status of the proposed amendments coordinated		> Proposed amendments submitted and monitored to House of Senate and Representatives > Participated in Senate and House of Representatives hearings and deliberations	> Report for Sen. Angara re RA 6971 prepared > Participated in Senate and House of Representatives hearings and deliberations		> Proposed amendments to RA 6971 (Productivity Incentives Act) prepared/ submitted to Senate/House of Representatives		100%
9. Maintenance/ Review of Wages and Productivity databases		> Database updated/ maintained	Database updated/maintained	> Statistical tables prepared/updated > Website statistics updated	> Statistical tables prepared/updated > Website statistics updated	> Statistical tables prepared/ updated > Website statistics updated	> Statistical tables prepared/ updated > Website statistics updated						
V. Capability Building and Quality Management													
1 Singapore Training Program Phasa 2 -Productivity, Innovation and Enterprise Development (PIE) > 2 Batches conducted		> 2 batches conducted				> 2 batches conducted	> 2 batches conducted - 30 NWPC/RTWPBs/DOLE officers private sectors, academe, labor unions attended Philippine Productivity Specialist program at NYP- Temasek Foundation, Singapore Prepared/coordinated the following: -Request for nominations from DOLE/Stakeholders -Request for HRDS and BWC to validate the nominated LLCO participants -Advisory re travel requirements for participants -Necessary documents for the participants:Admin. Orders, Training Contracts, Acceptance Letters - 3 pre-departure briefing sessions conducted - 3 sessions of post training evaluation conducted for managers - 3 sessions of post training evaluation conducted for prod. Specialists				> 3rd and 4th batches of participants to the training coordinated/conducted > Productivity Specialist post training evaluation conducted		100%
> 110 action plans monitored/ evaluated					> 110 action plans monitored/ evaluated	> 110 action plans monitored/ evaluated		> 110 actions plans monitored/ evaluated					
> On-site Program Review (OPR)					> 1 OPR conducted	> 1 OPR conducted			> OPR preliminary activities conducted: - Communications to participants prepared - Proposed schedule of activities prepared - 110 completion reports monitored - Memo to RBs re Pre-OPR issued - Summary report on completion of action plans prepared	> OPR with NYP/TF officials conducted	> Showcased re-entry projects of selected participants > Re-entry and cascading completion reports monitored > OPR visits to Regions III and IV-A with NYP/TF officials conducted		100%
2 Training of Trainers (TOT)					> 1 TOT on PIE conducted	> 1 TOT on PIE conducted	> 2 TOTs conducted - Prod. Advocates Region VI (Feb. 9-13)	> 1 Innovation Workshop for CO conducted (June 25-26)	> 2 TOTs conducted - PIE (July 8-8) - Prod. Specialist (RB III) (July 22-24)		> 5 TOTs conducted		
3. Module Development a. Modules > Innovation and Enterprise Development > Lean Manufacturing > Retail > Hospitality			> 4 modules developed			> 4 Modules developed	> 1 module developed -TOT Module on Productivity Advocates (RB VI)	> 8 modules developed -Innovation - Manufacturing - Retail - Hospitality - Gainsharing - ILO-GBA - Service Quality - TOT Module on PIE	> 1 module developed -TOT Module Prod. Specialists (RB -III)		> 10 modules developed		
b. eLearning > 5S > Productivity 101					> 2 e- Learning modules developed	> 2 e- Learning modules developed	> 2 e- Learning modules developed using moodle				> 2e-learning modules developed		
d. Implementation of "Let's Share PIE" Cascading of Learning		> Guidelines issued	> 4 sessions coordinated	> 5 sessions coordinated	> 6 sessions coordinated	> 15 sessions conducted	> 2 sessions conducted > Issued memo re Guidelines for "Let's Share the PIE" signed by the SecLab dated 6 Feb.2015 > Launching of the "Let's Share the PIE" on March 2, 2015 conducted	> 5 sessions conducted	> 6 sessions conducted	> 9 session conducted	> 22 sharing sessions conducted		146%
VI. Internal Support 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	> MYPA reports prepared/ submitted	> Reports required by DOLE- PS submitted	> YEPA reports submitted	> Required reports submitted		

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2. Implementation of NWPC ISSP a. ISSP 2015-2017						Review/evaluation of ISSP 2016 budget	> ISSP 2015-2017 submitted to ICTO for approval	> BP forms for ISSP submitted to DBM	> ISSP finalized for submission to MITHI		> ISSP submitted to ICTO for approval		
b. Application Systems > Implementation of Wage Information System > Implementation of Web based Project Monitoring and Evaluation System > Library Information System						> WageIS reviewed / approved > Library information system implemented	> Coordination with the service provider on-going re WAGE IS revision > Implementation on-going	> Reencoding of the program finalized > System analysis conducted > implementation on-going		> Stopped as per COA's recommendation -do- > implementation on-going			
c. Provision of IT Related Technical Services						Technical services on updating maintenance provided	> Technical assistance provided	> Technical assistance provided	> Technical assistance provided		> Technical assistance provided		
d. Maintenance of NWPC Network (LAN and Internet Connections)						Network & internet connections maintained	> Network and internet connections maintained	> Network and internet connections maintained	> Network and internet connections maintained		> Network and internet connections maintained		
GENERAL ADMINISTRATION AND SUPPORT TO OPERATIONS													
A. Human Resource Development > Staff Development Program						Capacity building programs implemented 20% of officers/staff sent to training	> 13 local seminars/ training / orientations attended by 243 employees > 1 foreign training participated/ attended by 1 official (Ireland and Scotland March 17-30, 2015) > 4 vacant positions filled up with approved authority	> 22 local seminars/trainings/ orientations attended by 329 employees > 1 foreign training participated/ attended by 1 officer (Geneva) ILO Convention (May 26- June 16) > 6 vacant positions filled up with approved authority	> 7 local seminars/trainings/ orientations attended by 84 employees > 1 forelan training participated attended by 1 officer (Thailand, Sept 28-Oct 2)	> 13 local seminars/training orientations attended by 186 employees	> 55 local seminars/trainings/ orientations attended by 251 male and 571 female employees > 3 foreign trainings attended by 3 female officers > 12 vacant positions filled up		
> NWPC Praise						NWPC PRAISE prepared/ circulated	> NWPC PRAISE prepared and submitted to CSC (Feb 18)				> NWPC PRAISE approved by CSC (Nov. 10)		
B. NWPC Health and Welfare Programs > Annual Physical Examination (APE) > Vaccinations (flu, hepatitis b) > Stress Management > Moral Recovery Program > Team-Building Exercise > Other Trainings						APE Conducted/ vaccinations conducted Monthly Film Showing conducted and physical therapy services rendered Seminar on MRP organized organized Team-Building exercise conducted	> APE conducted (March 27) > Hepa B vaccination conducted > 1 Film showing conducted > 1 free haircut and upper body massage by MMDC conducted > HIV/AIDS Awareness & Education by DOH conducted (June 11) participated by officers and staff (Male 9, Female -18)	> Flu vaccination conducted > 1 free spa services by Derm Factor Essentials conducted > 1 free haircut and upper body massage by MMDC conducted > Team building exercise conducted (July 15-16) > Seminar on Dietary Recommendation & Nutritional Requirements by NCC conducted (July 29) participated by officers and staff	> 3rd shot of Hepa B vaccination conducted	> Flu and Hepa B vaccinations conducted > Implemented stress management activities in the form of free haircut and upper body massage in partnership with LGU Manila > Team building exercise conducted (July 15-16)		Received positive feed back ACM for the Senior Citizen's Program	
C. Financial Management Services > Financial Reports						100% fund utilization 100% Cash utilization Monthly SAOB submitted to FMS every 5th day 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 - 23% MOOE - 18% CO - 0% Total -21% > 97% cash utilization base on cash program > Monthly SAOB report submitted to DOLE-FMS (April 1, 2015) > Monthly status of accounts submitted to FMS	as of June 2015 > Allotment utilized PS - 51 % MOOE - 39% CO - 83% Total -47% > Monthly SAOB report submitted to DOLE-FMS (3 July) > Monthly status of accounts submitted to FMS	as of Sept. 2015 > Allotment utilized PS - 73% MOOE - 65 % CO - 78% Total -70% > Monthly SAOB report submitted to DOLE-FMS (5 Oct.) > Monthly status of accounts submitted to FMS	> Allotment utilized 97% PS - 98% MOOE - 95 % CO - 89% * Total -97% > Monthly SAOB reports submitted to DOLE-FMS on time > Monthly status of accounts submitted to FMS on time			
d. Establishment of a Quality Management System (QMS) aligned with International for Standardization (ISO) standards						> NWPC QMS established > Certification awarded	> QMS documentation process on-going	> Management Orientation on ISO 19001:2015 conducted (April 27) > Seminar-Workshop on Setting the foundation of the Org. and Process Orientation conducted (May 19-20) > Seminar-Workshop on documenting processes conducted by Rosehall Management Consultants Inc.(June 6)	> All QMS manuals/documents finalized/distributed > Monitoring of implementation in the following offices conducted: - Central Office - RTWPB -NCR - RTWPB -III	> Internal audit held on Nov. 2-3, 2015 > Training on Root Cause Anaysis conducted > Corrective Action Planning Workshop conducted Nov. 5, 2015 > Pre certification assessment conducted by Rosehall	> Recommended for ISO 9001:2015 standards by TUV Rheinland > Stages 1 & 2 audit conducted > Corrective Action Planning Workshop conducted	100%	

