

QUARTERLY PHYSICAL REPORT OF OPERATIONS
as of March 31, 2016

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

Department 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	Remarks
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total		
1	2	3	4	5	6	7 = (3+4+5+6)	8	14
MFO 1: Technical Advisory Services	301000000							
I. Enhanced Productivity of MSMEs								
Productivity Advisory undertaken	>	55,400	83,100	83,100	55,400	> 277,000 productivity assignments undertaken:	> 68,633 productivity assignments undertaken:	
1. Productivity Toolbox (ISTIV Plus(SIB), ISTIV Bayanihan, Service Quality for H & R Industry, 5S, Green Productivity, Productivity 101 and other orientations) to improve workers' capacity and enterprise competitiveness	>	1,950	3,850	4,150	2,230	12,000 MSMEs benefitted from productivity trainings/orientations	- 2,654 MSMEs benefitted from productivity trainings/orientations with 5,608 participants benefitted	
	>	1,500	> 2,500	> 2,500	> 1,360	a) 7,680 MSMEs benefitted from productivity orientations	a) 2,012 MSMEs benefitted from productivity orientations with 3,638 participants benefitted	
	>	400	> 1,300	> 1,300	> 520	b) 3,520 MSMEs benefitted from training and consulting services	b) 642 MSMEs benefitted from training and consulting services with 1,970 participants benefitted	
	>	340	> 1,160	> 1,160	> 340	- 3,000 productivity improvement programs/action plans developed and monitored	- 530 productivity improvement programs/action plans developed and monitored	
	>			> 80	> 80	- 160 action plans/terminal reports documented	- 1 terminal report documented	
	>			> 80	> 80	- 80 firms awarded with SQ Seal of Recognition	- 4 firms awarded with SQ Seal of Recognition	
	>	50	> 50	> 350	> 350	c) 800 MSMEs provided with technical assistance on designing productivity/performance-based incentive schemes	c) 77 MSMEs provided with technical assistance on designing productivity/performance-based incentive schemes	
	>			> 20	> 60	- 80 MSMEs awarded with certificate of recognition for implementing TIER 2	- 43 MSMEs awarded with certificate of recognition for implementing TIER 2	
	>			> 20	> 60	- 80 productivity-based incentive schemes documented	- 58 productivity-based incentive schemes documented	
2. Development of Training Modules								
a) Upgrading/ revision of training programs - Succeeding in Business - ISTIV Bayanihan	> Review/upgrading of training programs	> Pilot testing conducted				> 2 training modules upgraded/ revised - Succeeding in Business - ISTIV Bayanihan	> Concept note in the development of 1 day module in Succeeding in Business and ISTIV Bayanihan drafted	
b) Development of e-Learning modules - Finalization of the following: ✓ 5S ✓ Productivity 101 - Develop the following: ✓ Bookkeeping ✓ Stock Control	> Draft modules presented to Directorate	> Modules revised	> Modules finalized/uploaded			> 2 e-Learning modules developed/ uploaded to DOLE e-Learning website	> Animated videos, Knowledge checker, quizzes and other related materials for 5S e-Learning module presented to directorate for final revision > Revised module prepared and submitted for review	
3. Development of Accreditation System of Productivity Practitioners		> Seminar-workshop conducted	> Accreditation system framework/ presented to Commission	> Accreditation system/developed and pilot tested			> Concept note prepared/ revised > Proposed accreditation system prepared	
II. Intensive Information Campaign								
1. Development, Production and Dissemination of IEC Materials								

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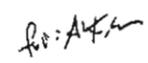
Particulars	UACS CODE	Physical Targets					Physical Accomplishments	Remarks
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	
a) Tamang Kaalaman sa Kita at Kakayahan (T 3K)		53,000	79,500	79,500	53,000	> 265,000 clients reached thru advocacy information services	> 65,902 clients reached thru advocacy information services on the ff.: - Public information assistance - 4,460 - IEC materials - 27,368 - Wage clinic/seminar - 2,234 public fora - Mass media - 31,840	
- Press conference/briefings conducted						> 12 press conference/briefings conducted	> 2 press briefings conducted (RBs: VI, XIII)	
- Press/media releases		12	12	12	12	> 48 press releases	> 12 press releases disseminated	
- Good news reporting		9	9	9	9	> 36 good news reports submitted	> 11 good news reports submitted to LCO	
b. Learning Sessions on Wages and Productivity		> 2 learning sessions conducted	> 4 learning sessions conducted	> 3 learning sessions conducted	> 3 learning sessions conducted	> 12 Learning sessions on wages, productivity and labor market-related topics/concerns conducted	> 2 learning sessions conducted benefiting 65 participants (Male- 27, Female 38) from 34 companies	
c. Client Satisfaction Rating (CSM)						> 100% of clients who rate technical advice as satisfactory or better on the ff.: a) Training/Orientation b) Information and Technical Assistance (walk-in clients/ Learning Session)	> 100% of 1,970 respondents rated course content, materials and trainer as satisfactory or better > 100% of 571 respondents rated satisfactory or better from the information and technical assistance provided	
d. Updating/ Maintenance of NWPC Website/Intranet						> 100% of request for legal advice acted upon within 5 days > Updating/maintenance of NWPC website/intranet conducted	> 100% of 679 requests for legal advice acted with in 5 days > Updating/maintenance of NWPC website/intranet conducted	
2. National Productivity Convention (NPC)		> Project proposal drafted	> Project proposal prepared			> National Productivity Convention conducted	> Concept note prepared/ revised	
3. Capacity Building								
a. Enhancing Training Management and Documentation of PIPs/ Action Plans				> Training conducted				
b. Productivity and Performance-Based Pay for MSMEs in the Phils. (in coordination with DAP and APO for funding support)				> Training conducted			> Filled-up APO TES form for capacity building on Gainsharing with DAP coordinated	
MFO 2: WAGE REGULATION SERVICES								
I. More Inclusive Consultation with Stakeholders and Social Partners								
1. TIER 1								
a) Review/Monitoring of socio-economic situation in the region		> 1 report report prepared	> 4 reports prepared	> 1st quarter report prepared				
b) Issuance of Wage Orders (WOs)/ Implementing Rules (IRs) as necessary								
2. TIER 2								
a) Issuance of advisories as necessary								
b) Provision of technical assistance								
3. Minimum Wage for Domestic Workers (DW) as necessary							> 3 domwork wage orders issued (RBs IV-A, VII, VIII)	
4. Facility Evaluation (FE) / Time and Motion Studies (TMS)							> 100% of 62 FE applications/request from firms with complete documents acted upon - 24 out of 62 or 38.7% issued order	

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5. Resolution of wage and exemption cases a) Wage Exemption Cases filed with the Regional Boards b) Appeals on Wage Orders/ Exemption Cases filed with the Commission							> 100% of 24 TMS applications/requests from firms with complete documents acted upon - 7 out of 24 or 29.2% piece rate/ production standards orders issued > 100% disposition rate > 100% disposition rate	> No application for exemption for the period > No appeal received for the period
II. Strengthen Research and Database to Support Policy Development								
1. Conduct of Research								
a) Empirical Framework for Evaluating the Impact of Min. Wage		> Assessment report /background paper prepared	> Concept note prepared					> Discussed project with ILO for services of regional wage experts
b) Second Round Survey on Productivity Improvement and Gainsharing Scheme		> MOA with PSA processed	> Survey questionnaire prepared	> Survey by PSA conducted	> Survey results analyzed	> Report prepared		> Proposed survey questionnaire presented to the directorate and commission > Concept note prepared/ revised > Prepared/ submitted the ff: - PSA questionnaire - Memo to RTWPBs - Letters to Stakeholders - Monitoring status > Coordination with PSA on-going
c) Impact Assessment of the Implementation of the Productivity Toolbox			> Questionnaire for FGD prepared			> Report prepared		> Concept note prepared/ revised
d) Assessment of the Implementation of the Productivity/Performance and Competency-Based Advisories						> Report prepared		> Proposed FGD questionnaire prepared > Desk research/literature reviewed > Status of Tier 2 implementation monitored
2. Comments/Position/Technical Papers on Legislative Bills on Wages and Productivity						> Comments/position/technical papers on legislative		> Draft EO relative to the rationalization of holidays reviewed
3. Maintenance/review of wages and productivity databases						> Updated/maintained Philippine Competitiveness scorecard/landscape - IMV-World Competitiveness Yearbook/Index - World Economic Forum- Global Competitiveness Index		> World Bank Ease of Doing Business report prepared/ revised
> Philippine Competitiveness Index								
4. Capacity Building								
a) TIER 2 / Performance-Based Pav Scheme		> List of Speakers prepared	> Capacity building conducted					> Concept paper prepared > Resource persons for capacity building researched/coordinated
INSTITUTIONAL SUPPORT								
1. NEDA-PDP				as the need arises				
2. DOLE Incentivizing Compliance (ICP)				as the need arises				
3. Integrity Development Program		> Reports submitted	> Reports submitted	> Reports submitted	> Reports submitted	> 4 reports submitted		> 1st quarter report submitted to DOLE-LS
4. Green Management System Green Our DOLE Program (GODP)		> 5S program implemented > Waste segregation implemented/ maintained	> 5S program implemented > Waste segregation implemented/ maintained	> 5S program implemented > Waste segregation implemented/ maintained	> 5S program implemented > Waste segregation implemented/ maintained			> Continuing 5S implementation > Waste segregation maintained

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5. Gender and Development Plan		> GAD programs and projects implemented	> GAD programs and projects implemented	> GAD programs and projects implemented	> GAD programs and projects implemented		<ul style="list-style-type: none"> > 2016 GODP Plan submitted to DOLE-AS 4 Feb. 2016 > 1st quarter accomplishment report submitted to AS 1 April 2016 > 2016 GAD activities sponsored by PCW participated by 3 participants (Male - 2, Female 1) > BWSC sponsored inspirational talk on women empowerment attended by 5 participants (Male - 1, Female -4) 	
GENERAL ADMINISTRATION AND SUPPORT								
1. Quality Management Systems (QMS) aligned with ISO Standards or continuin ISO certification of Process/es and system/s								
a) On Sustaining ISO Certification						> Complied with internal and external/ surveillance audit findings and recommendations	<ul style="list-style-type: none"> > Confirmation of ISO Certification under ISO 9001:2015 received on 17 March 2015 > Detailed action plan for the implementation of NWPC-QMS prepared and approved > Internal audit conducted 2-3 March 2016 	
b) On Expanding ISO Certification						> Enrolled/documentd additional work processes; or units/offices in the coverage of QMS	<ul style="list-style-type: none"> > Proposal to expand the scope of NWPC QMS to 13 RTWPBs prepared and approved by ED Avila on 9 Feb. 2016 > Bidding process for the consultancy services conducted > Contract finalized and detailed action plan prepared/approved on March 8, 2016 > QMS Training/Workshop scheduled on March 30 - 2 April and 5-7 April 2016 > 1st quarter QMS monitoring report submitted to FMS on 31 March 2016 	
2. Planning and Management Information Service								
a) Planning, Evaluation and Monitoring of programs and projects		> Corporate Planning Exercise conducted > Performance reports consolidated/submitted to DOLE/DBM	> Performance reports consolidated/submitted to DOLE/DBM	> Performance reports consolidated/submitted to DOLE/DBM	> Performance reports consolidated/submitted to DOLE/DBM		<ul style="list-style-type: none"> > NWPC Corplan exercises conducted in the ff.: <ul style="list-style-type: none"> - CO at Bayleaf Hotel, Manila Jan. 5-6 - CO-RB at La Carmela de Boracay, Aklan Jan 14-15, 2016 > Corplan outputs prepared/submitted to DOLE-PS > Performance reports consolidated/ submitted to DOLE/DBM 	
b) Implementation of NWPC ISSP 2015-2017								
> Development of e-Productivity Toolbox		> Project proposal developed	> Activities coordinated	> User's training conducted > System reviewed	> System implemented		<ul style="list-style-type: none"> > Project proposal re Consultancy services approved > Proposal for IT bidding requirements approved > JRs prepared and approved/ coordinated with BAC 	
> Document Tracking System		> Doc Trak monitored	> Doc Trak monitored	> Doc Trak monitored	> Doc Trak monitored		> Doc Tracking system monitored	
> Library Information System		> Library Information system Implemented	> Library information system implemented	> Library information system implemented	> Library information system implemented		> Encoding of books on-going	
c) Provision of IT Related Technical Services								

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> NWPC Website and Intranet		> Technical services on updating maintenace provided	> Technical services on updating maintenace provided	> Technical services on updating maintenace provided	> Technical services on updating maintenace provided		> NWPC network maintained > 15 items uploaded in the Website		
> Application Systems		> Technical assistance provided	> Technical assistance provided	> Technical assistance provided	> Technical assistance provided		> Technical assistance provided		
> NWPC Network System (LAN and internet Connection)		> Network connection maintained	> Network connection maintained	> Network connection maintained	> Network connection maintained				
> Repair and Preventive Maintenance of IT Resources		> Computer repair and preventive maintenance undetaken	> Computer repair and preventive maintenance undetaken	> Computer repair and preventive maintenance undetaken	> Computer repair and preventive maintenance undetaken		> Technical assistance provided (45 requests, 10 technical assistance, 13 repair)		
> Inventory of Hardware / software		> Inventory report prepared	> Audit report prepared > IT acquisition proposal prepared	> Technical assistance to procurement process provided	> Technical assistance to procurement process provided				
> Maintenance of NWPC Intranet		> NWPC intranet maintained	> NWPC intranet maintained	> NWPC intranet maintained	> NWPC intranet maintained		> NWPC intranet maintained		
3. Administrative Services									
a) Human Resource Development									
> Staff Development Program		> Trainigs/seminars facilitated/conducted	> Trainigs/seminars facilitated/ conducted	> Trainigs/seminars facilitated/ conducted	> Trainigs/seminars facilitated/ conducted		> 10 local trainings availed and/or organized at Central Office - 4 internal trainings conducted/organized benefitting 78 participants (Male-31, Female- 47) - 6 external trainings with 6 participants (Male- 1, Fenamle - 5)		
> Health, Safety and Welfare Program			> Annual physical examination facilitated	> Vaccinations conducted	> Vaccinations conducted		> Annual Physical Exam conducted 11 March 2016		
> Employees Benefits/Awards/ Incentives		> Loyalty award/rewards incentives processed	> Loyalty award, rewards/incentives processed	> Loyalty award, rewards/incentives processed	> Loyalty award, rewards/incentives processed		> Loyalty awards processed		
b) Personnel Management Services		> Hiring/recruitment selection, promotion and retirement facilitated	> Hiring/recruitment selection, promotion and retirement facilitated	> Hiring/recruitment selection, promotion and retirement facilitated	> Hiring/recruitment selection, promotion and retirement facilitated		> 6 appointmnte processed/issued		
4. Financial Management									
a) Financial Workshop		> Financial workshop conducted					> Financial workshop on closing of books conducted Jan 21-22, 2016		
b) Allotment Utilization		> 20%	> 30%	> 25%	> 25%	> 100% fund utilization	> Allotment utilized PS- 21% MOOE - 21% CO - 3% Total - 20%		
c) Cash Utilization		> 100% of NCA for the quarter > Reports submitted	> 100% of NCA for the quarter > Reports submitted	> 100% of NCA for the quarter > Reports submitted	> 100% of NCA for the quarter > Reports submitted	> 100% cash utilization	> 91% cash utilization base on cash program > Monthly SAOB reports submitted to DOLE-FMS > Monthly status of accounts submitted to DOLE-FMS		
Prepared by:		In coordination with :				Approved by:	Date:		
 LOURDES M. SECILLANO Chief, PID		 EDITHA M. SAUS Chief, FMD				 ALEX V. AVILA OIC- Executive Director	April 06, 2016		

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