

QUARTERLY PHYSICAL REPORT OF OPERATIONS
as of First Quarter 2017

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

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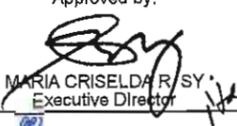
Particulars 1	UACS CODE 2	Physical Targets					Total 7 = (3+4+5+6)	Physical Accomplishments	Remarks 14
		1st Quarter 3	2nd Quarter 4	3rd Quarter 5	4th Quarter 6	1st Quarter 8			
MFO 1: Technical Advisory Services	301000000								
I. Enhanced Productivity of MSMEs									
Productivity Advisory undertaken		> 57,008	84,600	84,600	55,792	> 282,000 productivity assignments undertaken	> 86,372 productivity assignments undertaken (30%)		
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		2,928	3,280	3,280	1,712	11,200 MSMEs benefitted productivity trainings/orientations	- 2,501 MSMEs benefitted from productivity trainings/orientations with 4,708 participants benefitted (22%)		
		> 2,016	2,240	> 2,240	> 1,184	a) 7,680 MSMEs benefitted from productivity orientations	a) 2,032 MSMEs benefitted from productivity orientations with 3,350 participants benefitted (26%)		
		> 912	> 1,040	> 1,040	> 528	b) 3,520 MSMEs benefitted from training and consulting services	b) 469 MSMEs benefitted from training and consulting services with 1,358 participants benefitted (13%)		
		> 880	> 1,056	> 1,056	> 528	- 3,520 productivity improvement programs/action plans developed and monitored	- 469 productivity improvement programs/action plans developed and monitored (13%)		
				> 80	> 80	- 160 action plans/terminal reports documented	-		
						- 80 firms awarded with SQ Seal of Recognition	-		
		> 80	> 320	> 320	> 80	c) 800 MSMEs provided with technical assistance on designing productivity/performance-based incentive schemes	c) 178 MSMEs provided with technical assistance on designing productivity/performance-based incentive schemes (22%)		
				> 20	> 60	- 80 MSMEs awarded with certificate of recognition for implementing TIER 2	-		
				> 20	> 60	- 80 productivity-based incentive schemes documented	-		
2. Development of Training Modules									
a) Development of training modules/ programs - Lean Manufacturing						> 3 training modules developed/upgraded	> Final draft module presented to the Executive Director > Pilot tested conducted in RTWPB- NCR		
- Innovation (One -Hour Session Guide) - Green Productivity							> Upgrading on-going		
b) Development of e-Learning modules - Finalization of the following: ✓ 3Rs +2		> Draft modules presented to Directorate	> Modules revised		> Modules finalized	> Modules finalized	> Revision of the 4 e-Learning modules on going based on comments during initial presentation		
✓ Stock Control									
✓ Bookkeeping									
✓ 5S									

for file - busy as a result of pilot run

Particulars	UACS CODE	Physical Targets					Physical Accomplishments	Remarks
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	
II. Intensive Information Campaign								
1. Development, Production and Dissemination of IEC Materials								
a) Tamang Kaalaman sa Kita at Kakayahan (T 3K)		54,000	81,000	81,000	54,000	> 270,000 clients reached thru advocacy information services	> 83,693 clients(31%) reached thru advocacy information services on the ff.:	
- Press conference/briefings conducted						> 12 press conference/briefings conducted	- Public information assistance - 5,308 - IEC materials - 25,819 - Wage clinique/seminar - 5,092 - public fora - Mass media - 47,474	> 3 press briefings conducted
- Press/media releases		> 12	> 12	> 12	> 12	> 48 press releases		> 35 press/media releases disseminated
- Good news reporting		9	9	9	9	> 36 good news reports submitted		> 17 good new 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		> 5 learning sessions conducted benefiting 293 participants (Male- 71 , Female 222) from 182 companies
c. Customer Satisfaction Rating (CSM)						> 100% of clients who rate technical advice as satisfactory or better on the ff.:		> 100% of 1,298 respondents rated course content, materials and trainer as satisfactory or better
						a) Training/Orientation		> 100% of 1,808 respondents rated satisfactory or better from the information and technical assistance provided
						b) Information and Technical Assistance (walk-in clients/ Learning Session)		> 100% of 391 requests for legal advice acted with in 5 days
						> 100% of request for legal advice acted upon within 5 days from receipt of request		> 100% of 391 requests for legal advice acted with in 5 days
d. Updating/ Maintenance of NWPC Website/Intranet		> Updating/maintenance of NWPC website/ intranet conducted	> Updating/maintenance of NWPC website/ intranet conducted	> Updating/maintenance of NWPC website/ intranet conducted	> Updating/maintenance of NWPC website/ intranet conducted	> Updating/maintenance of NWPC website/ intranet conducted		> Updating/maintenance of NWPC website/intranet conducted
2 National Productivity Olympics (NPO)		> Review of PO 2017 Criteria and Mechanics	> Creation pf NSC and NJP > Briefing of the ff: - CO evaluators - NSC - NJP	> National Screening/ Judging	> NPO conducted	> National Productivity Olympics conducted/winners awarded		> Concept note prepared/revised > Reviewed and finalized criteria, mechanics and guidelines for 2017 PO > PO Committee meeting conducted (March 2) > Design and dessiminated 2017 PO poster to RTWPBs > Conducted briefing workshop for 2017 PO regional focal person (March 28, 2017) > Downloaded P480,000 to RTWPBs for IEC materials and conduct of RSC > Provided technical assistance to RTWPB re: launching of 2017 PO
3. Capacity Building								
a. Gainsharing Training				> Training conducted		> Training conducted		-
b. TOT Fundamentals of Training Methods (Delivery facilitation cum Updating of Emerging Productivity Tools & Techniques)					> Training conducted	> Training conducted		-
c. Wage and Wage Related Statistics Training		> Developed training materials		> Training conducted		> Developed training materials > Training conducted		> Training materials developed > Wage & Wage Related Statistics Training conducted with 44 participants from CO and RBs at Lotus Garden Hotel on 29-30 March 2017
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 prepared	> 1 report prepared	> 1 report prepared	> 1 report prepared	> 4 reports prepared		> 1st quarter report prepared
b) Issuance of Wage Orders (WOs)/ Implementing Rules (IRs) in accordance with the TTWS guidelines, as necessary		> WOs/IRs issued as necessary	> WOs/IRs issued as necessary	> WOs/IRs issued as necessary	> WOs/IRs issued as necessary	> Wage orders/implementing rules issued in accordance with the TTWS guidelines as necessary		> 3 wage orders issued (RBs: VII, III & CAR)

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c) Public hearings/consultations conducted as necessary		> 17 public hearings/consultations conducted as necessary	> 7 public hearings/consultations conducted as necessary	> 4 public hearings/consultations conducted as necessary	> 4 public hearings/consultations conducted as necessary	> 32 public hearings/consultations conducted as necessary	> 13 public hearings/consultations conducted with 1,052 participants (Male- 400 Female- 652)	
2. TIER 2								
a) Wage Advisory for KEGs issued, as necessary		> Wage advisory for KEGs issued as necessary	> Wage advisory for KEGs issued as necessary	> Wage advisory for KEGs issued as necessary	> Wage advisory for KEGs issued as necessary	> Wage advisory for KEGs issued as necessary	-	
b) Provision of technical assistance								
3. Minimum Wage for Domestic Workers (DW) as necessary		> WOs/IRs issued as necessary	> 2 dom work wage orders issued (RB CAR, VII)					
4. Facility Evaluation (FE) / Time and Motion Studies (TMS)		> 100% of requests with completed supporting documents acted upon	> 100% of requests with completed supporting documents acted upon	> 100% of requests with completed supporting documents acted upon	> 100% of requests with completed supporting documents acted upon	> 100% of requests with completed supporting documents acted upon	> 100% of 51 FE applications/request from firms with complete documents acted upon - 30 out of 51 or 59% issued order > 100% of 20 TMS applications/requests from firms with complete documents - 12 out of 20 or 60% piece rate/production standards orders issued	
5. Resolution of wage and exemption cases								
a) Wage Exemption Cases filed with the Regional Boards						> 100% disposition rate	> 100% disposition rate (6 out of 6 application for wage exemption disposed)	
b) Appeals on Wage Orders/ Exemption Cases filed with the Commission						> 100% disposition rate	> 100% disposition rate (3 out 3 application on appeals on wage orders/ exemption cases disposed)	
II. Strengthen Research and Database to Support Policy Development								
1. Conduct of Research								
a. Setting Standards for Various Industries Using Results for Time and Motion Study (TMS)		> Concept note prepared	> Desk research conducted	> Desk research conducted	> Completion of report > Presentation of report to the Directorate/ Commission	> Report prepared	> Literature search conducted	
b. Analysis of the PSA Survey Results on PIPs and Gainsharing Practices		> Coordination with PSA on the output tables	> Coordination with PSA on the output tables	> Coordination with PSA on the output tables	> Output tables received from PSA > Analysis of the survey results	> Survey results analyzed/ presented to DOLE-IACRSM	> Coordinated with PSA regarding MOA	
c. Empirical Framework Study for Domwork		> Concept note prepared	> Desk research conducted	> Preparation/completion of report > Report presented		> Report prepared	> Literature search conducted	
d. Impact Assessment of the Productivity Olympics on Selected Winning MSMEs, 2009-2015		> Research design developed	> Company level visit conducted	> Research paper submitted			> Presented to the Exec. Director draft concept note > Developed sampling methodology	
2. Comments/Position/Technical Papers on Legislative Bills on Wages and Productivity		> Comments/position/ technical papers on legislative bills/news articles/policy reforms on wages and productivity prepared/submitted, as necessary/ requested	> Comments/position/ technical papers on legislative bills/news articles/policy reforms on wages and productivity prepared/submitted, as necessary/ requested	> Comments/position/ technical papers on legislative bills/news articles/policy reforms on wages and productivity prepared/submitted, as necessary/ requested	> Comments/position/ technical papers on legislative bills/news articles/policy reforms on wages and productivity prepared/submitted, as necessary/ requested	> Comments/position/ technical papers on legislative bills/news articles/policy reforms on wages and productivity prepared/submitted, as necessary/ requested	> Provided inputs to amendatory bill to RA 6971	
3. Maintenance/review of wages and productivity databases		> Database updated/ maintained		> Updated labor productivity database.				
> Updating/maintenance of database - Philippine Labor Productivity - ASEAN								
> Philippine competitiveness landscape			> Phil. competitiveness landscape updated		> Phil. competitiveness landscape updated			
> Updating of National and Regional Infographics							> 1 national and 16 regional infographics updated	

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		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		1st Quarter	
INSTITUTIONAL SUPPORT								
1. NEDA-PDP			as the need arises					
2. DOLE Incentivizing Compliance (ICP)			as the need arises					> Provided list of 2015 Productivity Olympics national winners to BWC
3. Integrity Development Program		> Reports submitted	> Reports submitted	> Reports submitted	> Reports submitted	> 4 reports submitted		> 1st quarter report submitted to DOLE-LS on 3 April 2017
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			> 1st qtr. GODP accomplishment report submitted to DOLE-AS (5 April 2017) > Waste segregation maintained > Continuing 5S implementation
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			> 2016 GAD-AR revised as per PCW review/remarks
GENERAL ADMINISTRATION AND SUPPORT								
1. Quality Management Systems (QMS) aligned with ISO Standards								
> Sustaining ISO Certification								> Updated risk registers and corresponding action plans to address the risks submitted > Status of QMS commitments monitored
> Establishment of NWPC QMS to 13 RBs (CAR, I, II, IV-B, V, VI, VII, VIII, IX, X, XI, XII, XIII)		> Internal audit conducted	>			> ISO certification awarded		> Conducted 1st quarterly ISO internal audit in Regions: I, II, IV-B, V, VI, VIII, IX, X, XIII
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			> NWPC Corplan exercises conducted in the ff.: - NWPC-CO - CO-RB at Golden Phoenix Hotel Pasay City, Feb 22-23, 2017 > Corplan outputs prepared/submitted to DOLE-PS
b) Implementation of NWPC ISSP 2017								> ISSP 2017 report/purchase request approved > Flow chart and user interface design presented to directorate
> Development of e-Productivity Toolbox		> Activities coordinated > System reviewed	> User's training conducted	> System pilot tested > System developed				
c) Provision of IT Related Technical Services								
> NWPC Website and Intranet		> Technical services on updating maintenance provided	> Technical services on updating maintenance provided	> Technical services on updating maintenance provided	> Technical services on updating maintenance provided			> NWPC network maintained > 21 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			> Network connection maintained
> Repair and Preventive Maintenance of IT Resources		> Computer repair and preventive maintenance undertaken	> Computer repair and preventive maintenance undertaken	> Computer repair and preventive maintenance undertaken	> Computer repair and preventive maintenance undertaken			> Technical assistance provided (46 repair and maintenance)
> 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			> Report and purchase requests prepared and approved
> 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		> Trainings/seminars facilitated/conducted	> Trainings/seminars facilitated/conducted	> Trainings/seminars facilitated/conducted	> Trainings/seminars facilitated/conducted			> 13 local trainings availed and/or organized at Central Office - 11 internal trainings conducted/organized

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		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	
> Health, Safety and Welfare Program > Employees Benefits/Awards/Incentives b) Personnel Management Services 4. Financial Management a) Financial Workshop b) Allotment Utilization c) Cash Utilization Other Initiatives: > HRM- PRIME > NWPC-ECOP MOU		> Loyalty award/rewards incentives processed > Hiring/recruitment selection, promotion and retirement facilitated > Financial workshop conducted > 20% > 100% of NCA for the quarter > Reports submitted	> Annual physical examination facilitated > Loyalty award, rewards/incentives processed > Hiring/recruitment selection, promotion and retirement facilitated > 30% > 100% of NCA for the quarter > Reports submitted	> Vaccinations conducted > Loyalty award, rewards/incentives processed > Hiring/recruitment selection, promotion and retirement facilitated > 25% > 100% of NCA for the quarter > Reports submitted	> Vaccinations conducted > Loyalty award, rewards/incentives processed > Hiring/recruitment selection, promotion and retirement facilitated > 25% > 100% of NCA for the quarter > Reports submitted	> 100% fund utilization > 100% cash utilization	benefitting 331 participants (Male-100, Female- 231) - 2 external trainings conducted benefitting 2 participants (Male - 1, Female -1) > Annual Physical Exam conducted 27 March 2017 > Seminar on Diarrhea conducted on 7 March > 3 Loyalty awards processed > 4 appointments processed/issued > Financial workshop on closing of books conducted Jan.16-20, 2016 > Allotment utilized PS- 21% MOOE - 19% CO - 2% Total - 21% > 100% cash utilization base on cash program > Monthly SAOB reports submitted to DOLE-FMS NWPC received the Certificate of Recognition for meeting HR maturity level III for HR System and competencies under the CSC's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) on March 8, 2017 at Novotel, Cubao, Quezon City." NWPC signed a Memorandum of Understanding with Employers Confederation of the Philippines (ECOP) for the advocacy and implementation of Productivity Toolbox and Two-Tiered Wage System (2TWS). The Productivity Toolbox and TTWS will form part of the package of assistance to be offered by the ECOP local chapters to its members	
Prepared by:		In coordination with :				Approved by:	Date:	
	 LOURDES M. SECILLANO Chief, PID	 EDITHA M. SAUS Chief, FMD				 MARIA CRISELDA R. SY Executive Director	April 17, 2017	

In: Planning/Agency Per. Reports 2016 Physical Report of Oper. folder BFAR