

QUARTERLY PHYSICAL REPORT OF OPERATIONS
as of June 30, 2017

BFAR

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

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

Particulars	UACS CODE	Physical Targets					Physical Accomplishments		as of June 2017
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	2nd Quarter	
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	>	57,008	84,600	84,600	55,792	> 282,000 productivity assignments undertaken (sum of a, b and c)	> 86,372 productivity productivity assignments undertaken	> 121,934 productivity assignments undertaken	> 208,306 productivity assignments undertaken (74%)
a. 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	a. 11,200 MSMEs benefitted productivity trainings/ orientations	a. 2,501 MSMEs benefitted productivity trainings/ orientations with 4,706 participants benefitted (22%)	a. 7,157 MSMEs benefitted productivity trainings/ orientations with 12,919 participants benefitted (63%)	a. 9,658 MSMEs benefitted productivity trainings/ orientations with 17,625 participants benefitted (86%)
> Productivity Orientations provided	>	2,016	2,240	> 2,240	> 1,184	a.1) 7,680 MSMEs benefitted from productivity orientations	a.1) 2,032 MSMEs benefitted from productivity orientations with 3,350 participants benefitted (26%)	a.1) 5,354 MSMEs benefitted from productivity orientations with 9,171 participants benefitted (69%)	a.1) 7,386 MSMEs benefitted from productivity orientations with 12,521 participants benefitted (96.1%)
> Productivity Training and Consulting Services provided	>	912	> 1,040	> 1,040	> 528	a.2) 3,520 MSMEs benefitted from training and consulting services	a.2) 469 MSMEs benefitted from training and consulting services with 1,356 participants benefitted (13.3%)	a.2) 1,803 MSMEs benefitted from training and consulting services with 3,748 participants benefitted (27.8%)	a.2) 2,272 MSMEs benefitted from training and consulting services with 5,104 participants benefitted (65%)
> Productivity Improvement Programs Developed	>	880	> 1,056	> 1,056	> 528	3,520 productivity improvement programs/ action plans developed and monitored with (50% Implemented)	469 productivity improvement programs/ action plans developed and monitored	1,803 productivity improvement programs/ action plans developed and monitored	2,272 productivity improvement programs/ action plans developed and monitored with 145 MSMEs Implemented
> Action Plans/Terminal Reports				> 80	> 80	- 160 action plans/ terminal reports documented	-	> 4 action plans/terminal reports documented	> 4 action plans/terminal reports documented
> Service Quality Seal of Recognition Awarded						- 80 firms awarded with SQ Seal of Recognition	-		
b. Technical Assistance on Designing Productivity Performance Based Incentive Schemes	>	80	> 320	> 320	> 80	b. 800 MSMEs provided with technical assistance on designing productivity performance-based incentive schemes	b. 178 MSMEs provided with technical assistance on designing productivity performance-based incentive schemes (22.2%)	b. 387 MSMEs provided with technical assistance on designing productivity performance-based incentive schemes (48.3%)	b. 565 MSMEs provided with technical assistance on designing productivity performance-based incentive schemes (70%)
> Certificate of Recognition for Implementing TIER 2				> 20	> 60	- 80 MSMEs awarded with certificate of of recognition for implementing TIER 2	-	-	

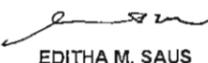
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> Productivity Based Incentive Schemes Documented				> 20	> 60	- 80 productivity-based incentive schemes documented	-	5 MSMEs with productivity-based incentive schemes documented	
2. Development of Training Modules						- 80 productivity-based incentive schemes documented		4 MSMEs with productivity-based incentive schemes installed	
a) Development of training modules/ programs						> 3 training modules developed/upgraded			
- Innovation (One -Hour Session Guide)							> Upgrading on-going	> Draft Productivity/Innovation module submitted for review	
- Lean Manufacturing							> Final draft module presented to the Executive Director	> Evaluation of Lean management module based on April 6 pilot run conducted	
- Green Productivity							> Pilot tested conducted in RTWPB- NCR	> Lean management module revised and submitted	
								> Research on green innovations and gathering of comments/ suggestions from program implemente on-going for submission on 28 July 2017	
b) Development of e-Learning modules		> Draft modules presented to Directorate	> Modules revised		> Modules finalized	> Modules finalized			
- Finalization of the following:							> Revision of the 4 e-Learning modules on going based on comments during initial presentation	> On-going revision of modules based on the comments of the Directors	
✓ Bookkeeping								> 3Rs++ e-learning module reviewed	
✓ Stock Control									
✓ 5S									
✓ 3Rs++									
II. Intensive Information Campaign									
1. Development, Production and Dissemination of IEC Materials Tamang Kaalaman sa Kita at Kakayahan (T 3K)		54,000	81,000	81,000	54,000	c. 270,000 clients reached thru advocacy information services	c. 83,693 clients (31%) reached thru advocacy information services on the ff.:	c. 114,390 clients (42%) reached thru advocacy information services on the ff.:	198,083 clients (73%) reached thru advocacy information services on the ff.:
- Press conference/briefings conducted						> 12 press conference/ briefings conducted	> 3 press briefings conducted	> 7 press briefings conducted	> 10 press briefings conducted
- Press/media releases	>	12	> 12	> 12	> 12	> 48 press releases	> 35 press/media releases disseminated	> 50 press/media releases disseminated	> 85 press/media releases disseminated
- Good news reporting		9	9	9	9	> 36 good news reports submitted	> 17 good news reports submitted to LCO	> 16 good news reports submitted to LCO	> 33 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	> 5 learning sessions conducted benefitting 293 participants (Male - 71, Female 222) from 182 companies	> 4 learning sessions conducted benefitting 163 participants (Male - 28, Female 135) from 98 companies	> 9 learning sessions conducted benefitting 456 participants (Male - 99, Female 357) from 280 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 satisfactory or better	> 100% of 3,435 respondents rated course content, materials and trainer satisfactory or better	100% of 4,733 respondents rated course content, materials and trainer satisfactory or better
						a) Training / Orientation			

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2 National Productivity Olympics (NPO)		> Review of PO 2017 Criteria and Mechanics	> Creation of NSC and NJP > Briefing of the ff: - CO evaluators - NSC - NJP	> National Screening/Judging	> NPO conducted	b) Information and Technica Assistance (walk-in clients/ Learning Session) > 100% of request for legal advice acted upon within 5 days from receipt of request > National Productivity Olympics conducted/ winners awarded	> 100% of 1,808 respondents rated satisfactory or better from the information and technical assistance provided > 100% of 391 requests for legal advice acted within 5 days > Concept note prepared/ revised > Mechanics and guidelines for 2017 PO finalized > PO Committee meeting conducted (March 2) > 2017 PO poster design disseminated > Briefing workshop for 2017 > PO regional focal person conducted (March 28) > Technical assistance to RTWPBs re launching of 2017 PO provided	> 100% of 1,621 respondents rated satisfactory or better from the information and technical assistance provided > 100% of 256 requests for legal advice acted within 5 days > Database and summary of regional nominees and winners by size and sector prepared > Briefing of 2017 PO National Judging Panel conducted at Bayleaf (20 June) > Briefing of 2017 PO National Screening Committee conducted at Bayleaf (June 30) > Regional winners awarded/ recognized > Documents of Regional winners are currently under review by the NWPC internal auditors	100% of 3,429 respondents rated satisfactory or better from the information and technical assistance provided 100% of 647 requests for legal advice acted within 5 days
3. Capacity Building				> Training conducted		> Training conducted		> Preparations for the conduct of Gainsharing training on going	
a. Gainsharing Training						> 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 (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	> 2nd 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 in accordance with the TTWS guidelines as necessary	> 3 wage orders issued (CAR, III, VII)	> 2 wage orders issued (V,X)	5 wage orders issued (CAR, III, V, VII, X)
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 consultations conducted as necessary	> 13 public hearings/ consultations conducted with 1,052 participants (Male- 400 Female- 652)	> 10 public hearings/ consultations conducted with 1,034 participants (Male- 404 Female- 630)	23 public hearings/ consultations conducted with 2,086 participants (Male- 804 Female- 1,282)
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		> No advisories for KEGs issued > Wage advisories implementation on-going	
b) Provision of technical assistance						> WOs/IRs issued as necessary			
3. Minimum Wage for Domestic Workers (DW) as necessary		> WOs/IRs issued as necessary	> WOs/IRs issued as necessary	> WOs/IRs issued as necessary	> WOs/IRs issued as necessary	> WOs/IRs issued as necessary	> 2 dom work wage orders issued (CAR, VII)	> 2 dom work wage orders issued (II, V)	5 Domwork wage orders issued (CAR, II, IV-B, V, VII)

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		4. Facility Evaluation (FE) / Time and Motion Studies (TMS)		> 100% of requests with complete supporting documents acted upon	> 100% of requests with complete supporting documents acted upon	> 100% of requests with complete supporting documents acted upon	> 100% of requests with complete supporting documents acted upon	> 100% of requests with complete supporting documents acted upon	
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% disposition rate > 100% disposition rate	> 100% disposition rate (6 out of 6 application for wage exemption disposed) > 100% disposition rate (3 out of 3 application on appeals on wage orders/ exemption cases disposed)	> 100% disposition rate (3 out of 3 application for wage exemption disposed) > 100% disposition rate (1 out of 1 application on appeals on wage orders/ exemption cases disposed)	> 100% disposition rate (9 out of 9 applications for > 100% disposition rate (4 out of 4 application on appeals on wage 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	> Concept note prepared > Data encoded > Data processed and validated	
b. Analysis of the PSA Survey Results on PIPs and Gainsharing Practices		> Coordination with PSA on output tables	> Coordination with PSA on output tables	> Coordination with PSA on output tables	> Output tables received from PSA > Analysis of the survey results	> Survey results analyzed/ presented to DOLE-IACRSM	> Coordinated with PSA regarding MOA	> Part V survey questionnaire guidelines reviewed/submitted to PSA > Justification for restoration on agency to agency agreements submitted > Coordination with PSA re conduct of rider survey on productivity and gainsharing on going	
c. Empirical Framework Study for Domwork		> Concept note prepared	> Desk research conducted	> Preparation/ completion of report > Report presented		> Report prepared	> Literature search conducted	> Prepared the following: a. Concept note b. Rider questionnaires c. Comparative domwork questionnaires vis a vis labor force d. Desk research on Kasambahay Act 10361 output of TWG check-list	
d. Study on the Compensation Scheme in the Fishing Industry					> Report presented			> Regional consultations in Region VI attended	
e. Impact Assessment of the Productivity Olympics on Selected Winning MSMEs, 2009-2015		> Research design developed	> Company level visit conducted	> Research paper submitted			> Draft concept note presented to Exec. Director > Sampling methodology developed	> Framework and guidelines for plant level visit prepared > Profile of selected PO winners updated > Inputs for the guide questionnaire provided > List of 2009-2015 PO winners provided	

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		2. Comments/Position/Technical Papers on Legislative Bills on Wages and Productivity		> Comments/ position technical papers on legislative bills/news articles/ plocv reforms on wages and productivity prepared/ submitted as necessary/ requested	> Comments/ position technical papers on legislative bills/news articles/ plocv reforms on wages and productivity prepared/ submitted as necessary/ requested	> Comments/ position technical papers on legislative bills/news articles/ plocv reforms on wages and productivity prepared/ submitted as necessary/ requested	> Comments/ position technical papers on legislative bills/news articles/ plocv reforms on wages and productivity prepared/ submitted as necessary/ requested	> Comments/ position technical papers on legislative bills/news articles/ plocv reforms on wages and productivity prepared/ submitted as necessary/ requested	
3. Maintenance/review of wages and productivity databases > Updating/maintenance of database - Philippine Labor Productivity Statistics - ASEAN > Philippine competitiveness landscape > Updating of National and Regional Infographics		> Database updated/ maintained	> Database updated/ maintained > Philippine competitiveness landscape updated	> Database updated/ maintained	> Database updated/ maintained > Philippine competitiveness landscape updated	> Database updated/ maintained	> Updated labor productivity database > 1 national and 16 regional infographics updated	> Updated labor productivity database > Updated 2014-2016 GRDP > Labor productivity by sector and region statistics updated > IMD-WCY and WEF-GCI data updated > Regional infographics updated	
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	> 2nd quarter report submitted to DOLE-PS on 3 July 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 implemented	> 2nd qtr. GODP accomplishment report submitted to DOLE-AS 5 July 2017 > Continuing implementation on the following programs/ projects: - Waste segregation - "Smoke-Free environment" - 5S - Energy and water conservation - Beautification and greening workplace	
5. Gender and Development Plan (GAD)		> 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	> Monitoring of the Corrective Actions conducted > Internal auditors findings presented to the Directorate during Management Review	

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		<ul style="list-style-type: none"> > Establishment of NWPC QMS to 13 RBs (CAR, I, II, IV-B, V, VI, VII, VIII, IX, X, XI, XII, XIII) 2. Planning and Management Information Service <ul style="list-style-type: none"> a) Planning, Evaluation and Monitoring of programs and projects <ul style="list-style-type: none"> > Internal audit conducted > Corporate Planning Exercise conducted > Performance report consolidated/ submitted to DOLE/ DBM b) Implementation of NWPC ISSP 2017 <ul style="list-style-type: none"> > Development of e-Productivity Toolbox Information System <ul style="list-style-type: none"> > Activities coordinated > System reviewed > User's training conducted > System pilot tested > System developed 3. Administrative Services <ul style="list-style-type: none"> a) Human Resource Development <ul style="list-style-type: none"> > Staff Development Program <ul style="list-style-type: none"> > Trainings/ seminars facilitated conducted > Health, Safety and Welfare Program <ul style="list-style-type: none"> > Annual physical examination facilitated > Vaccinations conducted > Vaccinations conducted > Employees Benefits/Awards/ Incentives <ul style="list-style-type: none"> > Loyalty award/ rewards/ incentives processed b) Personnel Management Services <ul style="list-style-type: none"> > Hiring/recruitment selection, promotion and retirement facilitated 4. Financial Management <ul style="list-style-type: none"> a) Financial Workshop <ul style="list-style-type: none"> > Financial workshop conducted 	<ul style="list-style-type: none"> > ISO certification awarded 	<ul style="list-style-type: none"> > Status of QMS commitments monitored > Conducted 1st quarterly ISO internal audit in Regions: I, II IV-B, V, VI, VIII, IX, X, XIII > NWPC Corplan exercises conducted in the ff.: <ul style="list-style-type: none"> - NWPC -CO - CO-RB at Golden Phoenix Hotel Pasay City (Feb 22-23, 2017) > Corplan outputs prepared/ submitted to DOLE-PS > 1st quarter performance assessment reports prepared/ submitted to DOLE > ISSP 2017 report/ purchase request approved > Flow chart and user interface design presented to directorate > 13 local trainings availed and/ or organized at Central Office <ul style="list-style-type: none"> - 11 internal trainings conducted/organized 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 (7 March 2017) > 3 Loyalty awards processed > 4 appointments processed/ issued > Financial workshop on closing of books conducted on Jan 26-30, 2017 	<ul style="list-style-type: none"> > Monitoring of Corrective Actions during the TUVR surveillance conducted > 2nd quarter performance assessment reports prepared/ submitted to DOLE > Procurement process on going > Status report on the pilot test prepared/ submitted > User's Training conducted on 29-30 June 2017 > 10 local trainings availed and/ or organized at Central Office <ul style="list-style-type: none"> - 5 internal trainings conducted/organized benefitting 157 participants (Male- 58, Female - 99) - 5 external trainings conducted benefitting 5 participants (Male- 1, Female - 4) > Follow-up activity: general medical consultation conducted (18 May 2017) > Livelihood program on Preparing Tapa and Beef Luncheon Meat Making and Artisanal Coffee Making for senior employees conducted > 3 step increments processed > 1 appointment processed/ issued 	<ul style="list-style-type: none"> > 23 local trainings availed and/ or organized at CO <ul style="list-style-type: none"> - 15 internal trainings conducted/organized benefitting 488 participants (Male- 158, Female - 330) - 7 external trainings conducted benefitting 7 participants (Male-2, Female -5) 			

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b) Allotment Utilization		> 20%	> 30%	> 25%	> 25%	> 100% fund utilization	Allotment utilized > PS- 21% > MOOE - 19% > CO - 0% > Total - 21%	Allotment utilized PS- 47% MOOE - 47% CO - 0% Total - 47%	
c) Cash Utilization		> 100% of NCA for the quarter	> 100% of NCA for the quarter	> 100% of NCA for the quarter	> 100% of NCA for the quarter	> 100% cash utilization	> 100% cash utilization base on cash program	> as of June 30, 2017 94% cash utilization base on cash program	
Other Initiatives :		> Reports submitted	> Reports submitted	> Reports submitted	> Reports submitted		> Monthly SAOB reports submitted to DOLE-FMS	> Monthly SAOB reports submitted to DOLE-FMS	
> PRIME-HRM							> NWPC received the Certificate of Recognition for meeting HR Maturity Level III for HR System and competencies under the CSC's Program on Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) on March 8, 2017 at Novotel Cubao, Quezon City	> Attended the Enhanced HRM forum on June 30, 2017 at Phil. Port Authority	
> NVVPC-ECOP MOU							> 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	> Agency Action Plan on PRIME-HRM drafted	
> Regional Consultation on DO 156-16							> Attended regional consultations on DO-156-16 (Rules and Regulations Governing the Working and Living Conditions of Fishers on-board Fishing Vessels Engaged in commercial Fishing Operation) in NCR and Zamboanga		
Prepared by:		In coordination with :				Approved by:		Date:	
 LOURDES M. SECILLANO Chief, PID		 EDITHA M. SAUS Chief, FMD				 MARIA CRISelda R. SY Executive Director		July 18, 2017	

In: Planning/Agency Per. Reports 2016 Physical Report of Oper. folder B-FAR as of June 2017