



Republic of the Philippines
Department of Labor and Employment
NATIONAL WAGES AND PRODUCTIVITY COMMISSION



OFFICE ORDER NO. 08
series of 2020

In the interest of the service, the following committees with corresponding composition are hereby created as follows:

HUMAN RESOURCE MERIT AND PROMOTION SELECTION BOARD (HRMPSB)

NWPC

COMPOSITION

Chairperson	Executive Director IV	
Alternate Chairperson	Deputy Executive Director for Management Support Service	
Members	Director II, PRS	
	Director II, MSS	
	Director II, TS	
	Chief, Administrative Division	
	Human Resource Management Officer (HRMO)	
Employee Association Representative		
Second Level:	Michelle Irish D. Mackay	Regular
	Jerome P. Lucas	Alternate
First Level:	Romeo L. Paleza	Regular
	John Rowen S. Rubite	Alternate
Secretariat	Raquel G. Romilla	
	Rachel Majam	
	Evangeline Teves-Madali	

Pursuant to Section 88, Rule IX of the 2017 CSC Omnibus Rules on Appointments and other Human Resource Actions, the EA representatives (for both NWPC and RTWPBs) shall serve for a term of two (2) years.

RTWPB - For positions with SG-22 and up

Chairperson	Board Chairperson
Members	Board Secretary V
	HRMO/Personnel Officer designate
	One (1) Employee Representative

RTWPB - For positions below SG-22

Chairperson	Board Secretary VI
Members	Attorney IV / Supervising LEO
	HRMO/Personnel Officer designate
	One (1) Employee Representative

Another employee shall be designated as secretariat. However, in case of insufficiency of staff to act as secretariat, the Board may request assistance from NWPC.

TECHNICAL PROPERTY INSPECTION COMMITTEE

COMPOSITION

Chairperson Elvira F. Mangubat
Vice-Chairperson Francisca C. Guña
Members Rosanna L. dela Cruz
Maria Corazon P. Caritativo

Alternate Members Andrew P. de Guia
Mildred V. Morales
Chief of requisition division/s or authorized representative/s (not lower than Senior staff)

For motor vehicles

Member Federico M. Rollan - Regular
Crestilo P. Caramillo - Alternate

RECORDS MANAGEMENT AND DISPOSAL COMMITTEE (RMDC)

COMPOSITION

Chairperson Chief, Administrative Division
Vice-Chairperson Chief, Planning and Information Division
Members Representatives from the Offices of the Directors
Chief, Financial and Management Division
Chief, Training and Technical Services Division
Chief, Review, Appeals and Legal Division
Chief, Productivity Policy and Research Division
Chief, Wages Policy and Research Division
Secretariat Records Officer, Administrative Division
Secretariat Designated Records personnel of all Divisions

PROPERTY, PLANT AND EQUIPMENT DISPOSAL COMMITTEE

COMPOSITION

Chairperson Deputy Executive Director for Management Support Service
Members Chief, Administrative Division
Chief, Planning and Information Division
Supply Officer, Administrative Division
Head, Internal Quality Auditor (IQA)
COA Resident Auditor or his/her representatives
Secretariat Records Officer, Administrative Division

SALN REVIEW AND COMPLIANCE COMMITTEE

COMPOSITION

Chairperson Chief, Administrative Division
Members Human Resource Management Officer / Designate Representative, Review Appeals and Legal Division

COMMITTEE FOR OFFICE BUILDING MAINTENANCE/PROCUREMENT

COMPOSITION

Chairperson

Chief, Administrative Division

Members

Attorney V, Review, Appeals and Legal Division

Chief, Financial and Management Division

Chief, Planning and Information Division

Chief, Training and Technical Services Division

Chief, Wages Policy and Research Division

Board Secretary VI, RTWPB-NCR

Employee Association Representative

Enrique P. Reyes – Regular

Franz Allan A. Visitacion - Alternate

Office Building Search Committee

Members

Andrew P. de Guia / Ouija S. Brillo - AD

Alexis P. Fabunan / Clodualdo F. Milo, Jr. - PID

Enrique P. Reyes - TTSD

Michelle Irish P. Mackay / Jerome P. Lucas - NWPC

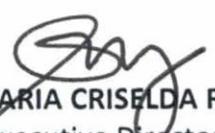
Employees' Association

The committees shall submit their respective action plans for 2020 to the undersigned **not later than 15 February 2020** and shall establish their own internal procedures and strategies using as guidance the policies set by the Civil Service Commission, Department of Budget and Management, Commission on Audit, and Department of Labor and Employment.

The above-mentioned officers and members shall serve from 01 February 2020 until a new composition shall have been issued. All personnel herein shall perform the duties and responsibilities under existing laws, CSC rules and regulations, and pertinent NWPC issuances.

For compliance.

Manila, 31 January 2020.


MARIA CRISELDA R. SY
Executive Director IV



Republic of the Philippines
Department of Labor and Employment
NATIONAL WAGES AND PRODUCTIVITY COMMISSION



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OFFICE ORDER NO. 01

Series of 2020

In the interest of the service and pursuant to the CSC Resolution No. 1300455, Review and Compliance Committee for the Statement of Assets, Liabilities and Networth, the composition of the National Wages and Productivity Commission Review and Compliance Committee is hereby constituted, as follows:

- | | | |
|------------------------------|---|---|
| Chairperson | - | Chief Administrative Officer, Administrative Division |
| Alternate Chairperson | - | Supervising Administrative Officer, Administrative Division |
| Members | - | HRMO / Designate
Representative, Review Appeals and Legal Division |

The Review and Compliance Committee shall:

- 1) Authorize the Human Resource Management Officer (HRMO) and HRMO designates to receive and evaluate the accomplished SALN of their respective offices; and
- 2) The Head of the Agency, Chairperson and Members of the Review and Compliance Committee shall sign the Certification of Compliance as required by the Civil Service Commission.

The Human Resource Management Officer (HRMO) and/or HRMO Designate shall have the following responsibilities:

- 1) Evaluate as to whether the SALN was submitted on time, has complete data and accomplished using the proper form; and
- 2) Submit the SALN of the NWPC employees to the Administrative Division, NWPC on or before end of March of every year, in alphabetical order of
 - a) Those who filed their SALNs with complete data;
 - b) Those who filed their SALNs but with incomplete data; and
 - c) Those who did not file their SALNs.

- 3) For Regional Boards, upon submission of SALNs to the Office of the Deputy Ombudsman of your respective regions, are further directed to immediately provide the Administrative Division, NWPC with the following:
 - a) Certified photocopy of the submitted SALNs; and
 - b) Copy of your transmittal duly received by your respective Office of the Deputy Ombudsman

The Human Resource Unit as Secretariat shall:

- 1) Receive the SALNs and shall consolidate the list of employees, in alphabetical order and submit the same to the Head of Agency, copy furnished the Civil Service Commission on or before 30 June of every year; and
- 2) Prepare a transmittal letter to the Civil Service Commission, Certification of Compliance and the Summary List of Filers (and summary list of those who did not submit, if any).

Each Regional Board shall constitute their respective Review and Compliance Committee which shall be composed of one (1) Chairperson preferably the Regional Director and two (2) members composed of the Board Secretary and HRMO designate.

This Order takes effect immediately until further orders.

For compliance.


MARIA CRISELDA R. SY
Executive Director IV

06 January 2020.