



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

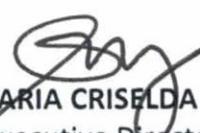
Employees' Association

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