



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



MEMORANDUM

TO: EXECUTIVE DIRECTOR MARIA CRISELDA R. SY
National Wages and Productivity Commission

SUBJECT: 2020 OPCR RATING

DATE: 10 MAY 2021

I am pleased to inform you that the National Wages and Productivity Commission received a rating of **4.808** or **Very Satisfactory** for its 2020 Office Performance Commitment and Review (OPCR).

The OPCR rating will serve as basis in assessing employee's performance using their respective Individual Performance Commitment and Review (IPCR).

I commend the NWPC for its contributions in attaining the Department's 2020 targets.


SILVESTRE H. BELLO III
Secretary



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



**OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)
OFFICE: NATIONAL WAGES AND PRODUCTIVITY COMMISSION**

I, **MARIA CRISELDA R. SY**, Head of the **NATIONAL WAGES AND PRODUCTIVITY COMMISSION**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY** to **DECEMBER**, 2020


MARIA CRISELDA R. SY
Head of Agency

Date: 24 February 2021

Approved by:	Date:
 SILVESTRE H. BELLO III Secretary	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)
OFFICE: NATIONAL WAGES AND PRODUCTIVITY COMMISSION

ORGANIZATIONAL OUTCOME/PAP (1)	SUCCESS INDICATORS (Targets + Measures) (2)	Allotted Budget (3)	DIVISION/ INDIVIDUALS ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING				REMARKS (10)
					Q ¹ (6)	Q ² (7)	T ³ (8)	A ⁴ (9)	
CORE INDICATORS									
ORGANIZATIONAL OUTCOME 1 Capacity of MSMEs to implement productivity improvement program enhanced									
Enterprise Productivity Improvement Program 1. Productivity Training Program (Productivity Toolbox: ISTIV PAP, ISTIV Bayanihan, ISTIV Plus SIB, Service Quality, 5S/7S, Lean Management, Retail Service, Green Productivity, and other orientations) to improve workers' capacity and enterprise competitiveness	➤ 8,448 MSMEs trained/oriented <ul style="list-style-type: none"> ● 6,240 MSMEs oriented ● 2,208 MSMEs trained ✓ 663 MSMEs or 30% of MSMEs trained with PIPs/Action Plans implemented by mid-December 2020		RTWPBs	➤ 11,568 MSMEs (137%) trained/oriented with 13,492 participants benefitted <ul style="list-style-type: none"> ● 8,878 MSMEs or 142% benefitted from productivity orientations with 10,491 participants benefitted ● 2,690 MSMEs or 122% provided with productivity trainings benefitting 3,451 participants ✓ 1,682 or 63% MSMEs trained with PIPs/action plans implemented	5	5	5	5	Annual target completed by September 2020 Annual target completed by September 2020 Annual target completed by October 2020

	<p>➤ 348 establishments provided with technical assistance on designing/formulation of productivity/ performance-based incentives schemes completed by mid-December 2020</p> <ul style="list-style-type: none"> • 16 policy advocacy sessions on PBIS conducted (1 per RB) 		RTWPBs	<p>➤ 633 establishments (182%) provided with technical assistance on designing/ formulation of productivity performance-based incentives schemes</p> <ul style="list-style-type: none"> • 26 policy advocacy sessions on PBIS conducted (CO-1, RBs-25) - 28 MSMEs assisted with productivity/ performance-based incentives schemes (PBIS) installed - 22 MSMES assisted with PBIS documented 	5	N/A	5	5	Annual target completed by June 2020
					5	N/A	5	5	Annual target completed by September 2020
	<p>➤ 100% of clients who rated technical services as satisfactory or better</p> <ul style="list-style-type: none"> • Training • Information and Technical Assistance 		RTWPBs, TTSD	<ul style="list-style-type: none"> • 100% of 3,428 respondents rated technical advices/services on training as satisfactory or better 	N/A	N/A	N/A	N/A	
			RTWPBs, PID	<ul style="list-style-type: none"> • 100% of 9,956 respondents rated information and technical assistance as satisfactory or better 					
2. Development of Webinar Modules on Productivity	<p>➤ Developed 7 webinar modules within the year:</p> <ul style="list-style-type: none"> • Work Life Balance 		TTSD	<p>➤ 11 webinar modules developed/upgraded:</p>	5	5	5	5	

	<ul style="list-style-type: none"> • 7S of Good Housekeeping: Setting the Pathway to A Safe Workplace in the Period of Pandemic • Leaner Management in the New Normal • Guide to Starting & Growing Your Online Business • Work Ethics of a Productive Worker • BCP for MSMES • Green Productivity 			<ol style="list-style-type: none"> 1. Basic Productivity Concept for Labor Inspectors (upgraded – end of March 2020) 2. Workplace Organization and Waste Management for LLCOs (finalized – end of May 2020) 3. 7S of Good Housekeeping: Setting the Pathway to A Safe Workplace in the period of Pandemic (June 18) 4. Work Ethics of a Productive Worker (June 29) 5. Work Life Balance: Productive Work from Home (July 29) 6. Leaner Management in the New Normal (July 29) 7. Guide to Starting and Growing Your Online Business: Tips for More Productive Online Shops (August 03) 8. Business Continuity Planning and Management: Driving Productivity in the New Normal (September 29) 9. Green ME (My Enterprise) in the Better Normal (October 27) 10. Improving Productivity through Social Media Marketing: Tips on Creating Viral Posts (October 28) 					
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				11. Service Quality: Building a Pandemic-Proof Customer Relations Service (November 05)					
3. Capacity Building (Deployment of Webinar Module)	<ul style="list-style-type: none"> ➤ Conducted 7 webinars: <ul style="list-style-type: none"> ● Work Life Balance ● 7S of Good Housekeeping: Setting the Pathway to A Safe Workplace in the Period of Pandemic ● Leaner Management in the New Normal ● Guide to Starting & Growing Your Online Business ● Work Ethics of a Productive Worker ● BCP for MSMES ● Green Productivity 		TTSD	<ul style="list-style-type: none"> ➤ Conducted 10 webinars/run-through of modules: <ol style="list-style-type: none"> 1. Setting Up and Conducting a Zoom Webinar (June 10) 2. 7S of Good Housekeeping: Setting the Pathway to A Safe Workplace in the Period of Pandemic (June 23) 3. Work Life Balance: Productive Work from Home (August 10) 4. Guide to Starting and Growing Your Online Business: Tips for More Productive Online Shops (August 10) 5. Work Ethics of a Productive Worker (August 12) 6. Leaner Management in the New Normal (August 12) 7. Business Continuity Planning and Management: Driving Productivity in the New Normal (October 06) 8. Service Quality: Building a Pandemic-Proof Customer Relations Service (November 11) 9. Improving Productivity through Social Media Marketing: Tips on 	5	5	5	5	

				<p>Creating Viral Posts (November 19)</p> <p>10. Green ME (My Enterprise) in the New Normal (December 03)</p>					
	<p>➤ Business Continuity Planning and Planning Management</p>			<ul style="list-style-type: none"> ➤ Conducted workshop for NWPC directors and division chiefs on Public Sector Continuity Planning (July 06, 08, and 17) ➤ Conducted BCPM for MSMEs in partnership with ILO: Philippines Master Classes - Supporting SMEs during COVID-19 (September 03, 08, 10, 15, 17) ➤ Conducted three (3) batches of pilot run on October 19, 20, and 22 ➤ Submitted evaluation report on pilot run ➤ Soft launched of the BCPM with AVP on November 05 				5	
<p>4. 2020 Productivity Conference (Online Webinar Series in lieu of one day Conference)</p>	<p>➤ 2020 Productivity Conference through webinar to conducted from September to November 2020</p>		PPRD	<ul style="list-style-type: none"> ➤ Concept note prepared and presented to directorate ➤ Contract with suppliers for the event finalized and signed ➤ Concept for online webinar series approved by the directorate ➤ Letters to speakers sent to DOLE for Secretary's signature ➤ NPC Webinar Series conducted on the following dates: <ol style="list-style-type: none"> 1. Recharge Phils with Usec. Rosemarie G. 	5	5	5	5	Completed last 05 November

				<p>Edilon of NEDA as resource speaker on September 03 with 520 Zoom participants</p> <p>2. Automating Workplaces in a Better Normal with Usec Rafaelita M.Aldaba of DTI on September 02 with 961 Zoom participants</p> <p>3. Technology-Enabled Solutions: Mitigation to Recovery with Exec. Director Enrico C. Paringit of DOST-PCIEERD) on September 17 with 801 Zoom participants</p> <p>4. Future of Work in a Healthier and More Resilient Environment with Mr. Hideki Kagohashi of ILO-Manila on September 24 with 986 participants</p> <p>5. Employment Outlook Transitioning to a Better Normal with Mr. Sangheon Lee of ILO on October 01 with 915 Zoom participants</p> <p>6. Actionable Intelligence: Results Amid Uncertainty with Mr. Keith Carter of NUS on October 08 with 812 Zoom participants</p> <p>7. Business Reconfiguration: Leading Practices Transitioning to the New Normal with Ms. Jazmine Flores of Leadworks Business Solutions on</p>					
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				<p>October 15 with 668 participants</p> <p>8. Employee Engagement: Leading Practices Transitioning to the New Normal with Mr. Sean Zantua of J&J on October 22 with 790 Zoom participants</p> <p>9. Automation: Leading Practices Transitioning to the New Normal with Ms. Iloisa Romaraog of Session Groceries on November 05 with 575 Zoom participants</p> <p>➤ Initial reports prepared and submitted</p>					
5. Others	<p>➤ Partnerships on productivity established by end of December 2020</p> <ul style="list-style-type: none"> • ILO • BLE 		TTSD	<p>➤ Signed MOU with BLE on mainstreaming productivity in the Jobstart, SPES, GIP, and CGAP Programs of BLE</p> <p>➤ Signed TOR with ILO on provision of technical assistance and capacity building on the development of the BCPM for MSMEs</p>				5	
ORGANIZATIONAL OUTCOME II									
Fair and reasonable minimum wages in accordance with law ensured									
Wage Regulatory Program									
1. Review of Existing Rules and Regulations	<p>➤ Review, amend and consolidate all guidelines and resolutions on the determination and fixing of minimum wages for workers in the private establishments and domestic workers within the year</p>		RALD	<p>➤ All existing guidelines and resolutions reviewed and amended as necessary, and consolidated in one omnibus rules</p> <p>➤ Proposed omnibus rules was presented and commented on</p>	5	5	3	4.33	3

				<p>by the Commission Proper part by part on different dates of Commission meetings in 2020</p> <ul style="list-style-type: none"> ➤ The Commission approved the final version of the Omnibus Rules with complete Annexes on 17 December 2020. ➤ The same was routed for signature and will be published once signed by all members 					
2. Two-Tiered Wage System (TTWS)					5	5	5	5	
➤ Tier 1	➤ 12 TTWS monthly regional monitoring reports submitted		RTWPBs in coordination with WPRD and RALD	➤ Twelve (12) regional reports monitored/consolidated					12 TTWS monthly regional monitoring reports submitted 2 days ahead of the prescribed date of submission
	➤ 32 public hearings/consultations conducted, as necessary			➤ Six (6) public hearings/consultation conducted (2 on regular wage order; 4 for domestic wage order) with 271 participants (Male: 112, Female: 159)	N/A	N/A	N/A	N/A	
	➤ Wage Orders /Implementing Rules issued in accordance with the TTWS guidelines, as necessary			➤ 1 wage order issued (RB II)	5	5	N/A	5	RB II WO Issued: 04 Feb 2020 Effective: 16 Mar 2020

	<ul style="list-style-type: none"> ➤ Percentage of number of minimum wage rates above poverty threshold: <ul style="list-style-type: none"> ● 100% of wage rates above the 2012 poverty threshold ● 98% of wage rates above the 2015 poverty threshold based on 76 MWRs (as of December 2019) ● 40% of wage rates above the 2018 poverty threshold 			<ul style="list-style-type: none"> ● 93 out of 93 rates or 100% of wage rates above the 2012 poverty threshold ● 63 out of 64 rates or 98.44% of wage rates above the 2015 poverty threshold ● 29 out of 64 rates or 45.31% of wage rates above the 2018 poverty threshold 	N/A	5	N/A	5	
	<ul style="list-style-type: none"> ➤ 100% of requests for technical assistance on Facility Evaluation (FE) and Time & Motion Studies (TMS) with complete supporting documents acted upon within the prescribed process cycle time 		RTWPBs	<ul style="list-style-type: none"> ➤ 100% of 13 requests for technical assistance on Facility Evaluation (FE) with complete supporting documents acted upon with 13 FE Orders issued ➤ 100% of 12 requests for technical assistance on Time & Motion (TMS) with complete supporting documents acted upon with 12 TMS Orders issued 	5	N/A	5	5	<p>100% of requests for FE technical assistance acted upon within 35-day PCT (1st request in January 2020; last request in December 2020)</p> <p>100% of requests for TMS technical assistance acted upon within 35-day PCT (1st request in January 2020; last request in December 2020)</p>
➤ D.O 118-12 (Bus)	<ul style="list-style-type: none"> ➤ 100% of requests for part-fixed, part performance-based compensation schemes for bus 		RTWPBs	<ul style="list-style-type: none"> ➤ 100% of 118 applications/ requests with complete documents acted upon 	5	N/A	3	4	85.4% of applications/ requests related

	companies with complete supporting documents acted upon			<ul style="list-style-type: none"> • 110 orders issued 					to DO 118-12 acted upon within the 10-day PCT
➤ Minimum Wage for Domestic Workers	➤ Domestic Wage Order/IR issued, as necessary		RTWPBs in coordination with WPRD and RALD	➤ 2 domestic wage orders issued (RBs: II & XII)	5	5	N/A	5	RB II DW WO Issued: 04 Feb 2020 Effective: 16 Mar 2020 RB XII DW WO Issued: 21 Jan 2020 Effective: 23 Feb 2020
➤ Tier 2	➤ Wage Advisory for KEGs issued, as necessary		RTWPBs in coordination with WPRD and RALD	➤ No wage advisories issued					
3. Resolution of Exemption Cases									
➤ Application for Exemption Case	➤ Achieved 98% disposition rate on application for exemption filed with RBs within the 45-day reglementary period		RTWPBs	➤ 100% disposition rate (56 out of 56 applications for wage exemption disposed)	5	N/A	5	5	All within the 45-day reglementary period
4. Appeals on Wage Orders	➤ Achieved 98% disposition rate on appeal on wage orders and exemption cases within the 60-day reglementary period from date of filing		RALD	➤ One (1) appeal on exemption was filed from RB-XII. Another appeal was filed from RTWPB-XIII but it was an appeal on execution of final judgment. The two (2) appeals are: <ol style="list-style-type: none"> 1. Appeal filed by Lapanday Sarangani Workers Union-ALU and Julius Timbal: <ul style="list-style-type: none"> ○ <u>Date of filing</u>: 02 December 2020 	5	5	5	5	

				<ul style="list-style-type: none"> ○ <u>60th day</u>: 31 January 2021 ○ <u>Resolved</u>: 27 January 2021 <p>2. Appeal from RB-XIII on execution of final judgment:</p> <ul style="list-style-type: none"> ○ <u>Date of filing</u>: 17 November 2020 ○ <u>60th day</u>: 16 January 2021 <u>Resolved</u>: 07 January 2021 					
	<ul style="list-style-type: none"> ➤ Submitted monthly report on status of exemption cases to NCMB every end of the month 		RALD	<ul style="list-style-type: none"> ➤ Submitted to NCMB the following physical reports: <ul style="list-style-type: none"> (prior to community quarantine) - Dec 2020 to Jan 2020: January 28, 2020 - February 2020: February 26, 2020 (during community quarantine) - Consolidated report for March to November 2020: 15 December 2020 - December 2020: January 05, 2021 	5	N/A	3.75	4.375	
5. Advocacy and Information Services – Tamang Kaalaman sa Kita at Kakayahan (T3K)	<ul style="list-style-type: none"> ➤ 270,000 clients reached thru advocacy and information services by end of November 2020 <ul style="list-style-type: none"> ● Public information assistance provided to clients ● IEC materials developed and disseminated ● Wage Clinique/Seminars/LS ● Mass media campaigns 		RTWPBs, PID	<ul style="list-style-type: none"> ➤ 357,795 (133%) clients reached thru advocacy and information services with the following breakdown: <ul style="list-style-type: none"> ● 13,759 public information assistance provided ● 90,264 IEC materials developed/disseminated ● 18,833 clients on wage Clinique/seminar/LS ● 234,939 clients reached thru mass media campaigns 	5	5	4	4.667	Annual target reached by October 2020

	➤ Monograph on pay practices for NSFES by end of December 2020		WPRD, PID	➤ 5 monographs developed and uploaded to the NWPC website				5	
	➤ 100% of requests for legal advice acted upon within 5 days from receipt of request		RALD	➤ 123 (100%) requests for legal advice acted upon within 5 days from receipt of request 100				5	
5. Learning Sessions	➤ Monthly (12) learning sessions on wages, productivity and labor market-related topics/concerns conducted	Self-funded project	PID	➤ 13 learning sessions conducted (100% of the 5,960 participants rated the learning sessions S & above)	4	5	5	4.66 7	All LS conducted based on the approved calendar of activities
6. Research studies/technical papers/reports on wages and productivity as bases for sound policy formulation/recommendation	<ul style="list-style-type: none"> ➤ Conducted/completed the following research studies/technical papers/reports on wages and productivity within the year ➤ Amendatory Bill to Productivity Incentives Act of 1990/RA 6971 submitted to Congress (Legislative Agenda) 		PPRD	<ul style="list-style-type: none"> • Amendatory bill drafted and submitted to BLR (for deliberation of TEC), Labor and Employment Committee of House of Representatives, and the Office of Senator Villanueva • Amendatory bill still for deliberation (delayed due to the implementation of ECQ) • Amendatory bill presented to TEC on September 2, 2020 • Comparative matrix of amendatory bills to RA 6971 consolidated and presented to the Commission on Nov 5, 2020 	5	5	5	5	Continuing Presented to the Commission Meeting and requested schedule for presentation to TIPC
	➤ Redesigning of Productivity Improvement Programs (PIPs) and		PPRD	• Productivity Improvement Programs (PIPs) and Gainsharing (GS) scheme	5	5	5	5	Presented to the Commission

	Gainsharing (GS) scheme questionnaire rider to PSA survey			<p>questionnaire developed/ redesigned</p> <ul style="list-style-type: none"> • Online survey questionnaire prepared and conducted from June 3 to September 24 as pre-test • Infographics, presentation and narrative report of online survey results prepared and presented to the Commission on Dec 2020 • MOA with PSA prepared for inclusion as ISLE Rider Survey 					Meeting last 05 November 2020
	➤ Policy Environment for Productivity in the ASEAN		PPRD	<ul style="list-style-type: none"> • Draft paper submitted under review last April 2020 • Preliminary results presented on December 2020 	5	5	2	4	Results presented to the Directorate last 10 December
	➤ Assessment on the Implementation of the Minimum Wage Policy (on extension)		WPRD	<ul style="list-style-type: none"> • Report reviewed and provided comments/inputs (January 15, April 21, August 26) • Conducted three huddles with third-party expert (July 15, Aug 20 & 31) • Coordinated/attended huddle with PSA's Usec. Dennis Mapa to discuss the third-party expert's data requests • Sent letter request to ILO for contract extension until EO December 2020 then EO March 2021 	5	3	N/A	4	<ul style="list-style-type: none"> • Research extended up to EO March 2021 • NWPC and 3rd party expert still await the release of the matched July 2018/Jan 2019 LFS-PUF to track the employment effect of MW adjustments • Constant/ regular follow ups were made by NWPC on the matter

	<ul style="list-style-type: none"> ➤ Assessment of the Time and Motion Study and Facilitation Evaluation –Phase 2 with ILS 		<p>WPRD in coordination with ILS</p>	<ul style="list-style-type: none"> ● Reviewed and submitted the CSM form re: NWPC-ILS partnership on FE/TMS Study 				5	<p>Assessment of the Time and Motion Study and Facility Evaluation Phase 2 - deferred by ILS in a letter dated 22 May 2020 since it shifted focus on researches driven by the Covid-19 pandemic</p>
	<ul style="list-style-type: none"> ➤ Development of Empirical Framework for Setting Minimum Wages of Domestic Workers (continuation) 		<p>WPRD</p>	<ul style="list-style-type: none"> ➤ Organized/attended/ documented huddle with PSA USec Mapa to follow-up on the survey results ➤ Did coherence check on the survey results ➤ Completed Part 1 of the study (survey results processed) ➤ Presented the survey results to: <ul style="list-style-type: none"> - the Commission: October - in 2 data dissemination fora with RTWPBs and external stakeholders: November (organized by WPRD) -in a DOLE V-Cafe segment: December ➤ Prepared briefer, RA 10361 policy and program challenges and highlights of data dissemination fora and V-Café segment for Seclab ➤ Prepared the following: <ul style="list-style-type: none"> ○ press release/news article on kasambahay survey results 	5	5	N/A	5	<ul style="list-style-type: none"> ➤ Research extended up to 1st half of 2021 ➤ The research extension resulted from the delayed release of the Kasambahay Survey Results which serve as input to the development of the DomWork empirical framework. The targeted release of the survey results was January 2020 but actual release only happened in September 2020.

				<ul style="list-style-type: none"> o English and Filipino Q&A on the kasambahay survey results ➤ Conducted technical session with PSRTI on the draft domwork empirical framework 					
	➤ Study on Prevailing Wages Among BMBEs		WPRD	<ul style="list-style-type: none"> ➤ Concept note, research instruments prepared/finalized and converted to online form ➤ Constantly coordinated with DTI for the list and profile of target BMBEs ➤ Prepared/sent letter and data agreement to DTI to resolve data privacy concerns ➤ Constant/ regular follow-ups are being made on the matter 	5	5	N/A	5	<ul style="list-style-type: none"> ➤ Research extended up to 2021 ➤ DTI, as partner in this study has yet to release the full profile of BMBEs to be covered by the study due to data privacy concern
	➤ Research on Emerging Work Arrangements and the Possibility of Implementing Hourly Minimum Wages		WPRD	<ul style="list-style-type: none"> ➤ Concept note prepared ➤ Report presentation to ILO Wage expert (twice) ➤ Research report submitted to ED (May 25, 2020) ➤ Presented hourly wage study to the Commission on Sep 8, 2020 	5	5	5	5	<ul style="list-style-type: none"> ➤ This was retitled to Study on the Methodology for Estimating Hourly Wages ➤ Final report submitted one month ahead of the prescribed date of submission
OTHER ACCOMPLISHMENTS									
Un-Programmed	➤ Webinar Series: Unlocking Workforce Productivity		TTSD, PPRD	➤ Unlocking Workforce Productivity Amid Disruption Series 1: Business Continuity in Times of Disruption (May 28)				5	➤

				<ul style="list-style-type: none"> ➤ Unlocking Workforce Productivity Amid Disruption Series 2: Business Continuity Plan @ Work Challenges and Lessons Learned (June 26) ➤ MSMEs Reboot: Marketing Trends and Strategies (December 10) 					
	<ul style="list-style-type: none"> ➤ Partnerships on productivity established by end of December 2020 <ul style="list-style-type: none"> ● CDA 		PPRD	<ul style="list-style-type: none"> ➤ Signed NWPC-CDA MOA incorporating productivity concepts into cooperatives' strategic plan and providing technical service in the implementation of PIPs among cooperatives 				5	➤
	<ul style="list-style-type: none"> ➤ 2020 ASEAN Business Awards 		PPRD, RTWPBs	<ul style="list-style-type: none"> ➤ Facilitated the participation of NWPC PO winners to the 2020 ASEAN Business Award competition ➤ Garnered five (5) awards: <ul style="list-style-type: none"> ○ Combating COVID-19: Baguio-Benguet Community Credit Cooperatiive (CAR) ○ Family business: Wellmade Motors and Development Corporation (VII) ➤ SME Excellence: <ul style="list-style-type: none"> Motorline Trading, Inc. (II) 3D Container and Packaging Phils, Inc. (IVA) Wellmade Motors and Development Corporation (VII) 				5	

NON CORE INDICATORS

SUPPORT TO OPERATIONS

1. Communication Program	➤ Submitted to IPS a copy of approved Communication Plan of the NWPC to IPS for January to December 2020 by 31 March 2020		PID, RTWPBs, Directorate	➤ Approved NWPC Communication Plan submitted to IPS on 12 March 2020	5	5	5	5	
	➤ Submitted to IPS at least three (3) Good News Stories and/or Press Releases by end of each month		PID, RTWPBs	➤ 101 good news/news releases submitted	5	5	4	4.67	
	➤ Attended to 100% of requests for TV/radio interviews		Directorate, PID, RTWPBs	➤ 100% of 105 requests for TV appearances/radio guesting granted	5	5		5	
2. Statistical Performance Reporting System (SPRS)	➤ Submitted to PS the SPRS monthly report through DPX within 7 working days after the reference month		PID	➤ Monthly SPRS reports submitted to DOLE on line SPRS on the following dates: - Jan: 04 Feb 2020 - Feb: 03 Mar 2020 - Mar: 02 Apr 2020 - Apr: 08 May 2020 - May: 07 June 2020 - June: 14 Sept 2020 - July: 14 Sept 2020 - Aug: 14 Sept 2020 - Sept: 05 Oct 2020 - Oct: 09 Nov 2020 - Nov: 17 Dec 2020 - Dec: 14 Jan 2021	5	N/A	5	5	
3. Gender and Development Plan (GAD)	➤ Submitted to PS the 2020 GAD Annual Report within 5 working days after the reference period		PID/AD	➤ Participated Women's Month Celebration by the following initiatives: ➤ 2019 GAD-AR submitted to PCW thru GMMS online) on 28 February 2020 ➤ PCW endorsed NWPC 2020 GAD Plan and Budget received 03 March 2020 ➤ Availed Fame Leader Academy's "Gender Responsive Planning and	5	5	5	5	

				<p>Budgeting" on October 20 to 21 with 5 participants at the CO level</p> <ul style="list-style-type: none"> ➤ Organized and implemented a 4-day in-housed webinar entitled "Gender and Development Webinar Series" on Dec. 10 & 11 and 14 & 15 with GAD Consultant Ms. Ma. Gichelle Cruz as resource speaker (in coordination with PCW) ➤ Participated in the End VAW activities thru: <ul style="list-style-type: none"> - Posting of banner in the NWPC website - Purchased/disseminated t-shirts with #vawFree ➤ Submitted to PCW the 2021 GPB for evaluation 					
4. Implementation of Quality Management System (QMS) aligned with International for Standardization (ISO) standards or continuing ISO Certification of Process/es and System/s	➤ Sustained and enhanced the ISO 9001:2015 QMS and submitted status reports continual improvement activities and initiatives to FMS on or before the 15 th day of the month following the reference quarter		QMS Committee and Program Managers	<ul style="list-style-type: none"> ➤ Submitted progress report to FMS on the following dates: <ul style="list-style-type: none"> - Q1: May 12, 2020 - Q2: Sept. 15, 2020 - Q3: Jan. 20, 2021 - Q4: Jan. 20, 2021 ➤ Maintained the ISO 9001:2015 Certification: passed the First Surveillance Audit (remote audit on 25 June 2020 and on-site audit on 20 August 2020) 	5	5	4	4.67	
5. NWPC Citizen Charter/ Anti-Red Tape Act (ARTA) Implementation	➤ Achieved no less than 75% client satisfaction rating of at least Very Satisfactory on Quality of Services and Quality of Facilities and submitted reports to FMS on or		AD, PID	<ul style="list-style-type: none"> ➤ Quarterly report submitted to FMS on the following dates: <ul style="list-style-type: none"> - 1st quarter: June 4, 2020 - 2nd quarter: July 7, 2020 	5	5	5	5	Was informed only in September that reporting is

	before the 15th day of the month following the reference month			<ul style="list-style-type: none"> - 3rd quarter: Oct 2, 2020 - Oct: Oct. 29, 2020 - Nov: Nov. 28, 2020 - Dec: Jan. 4, 2021 						monthly instead of quarterly
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GENERAL ADMINISTRATIVE AND SUPPORT SERVICES

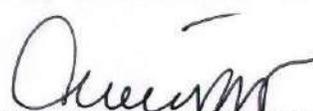
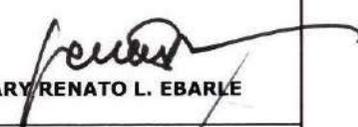
1. Strategic Performance Management System (SPMS)	➤ Submitted to PS through the PS official email and/or in print/hard copy the signed 2020 OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary through the Cluster Head		PID in coordination with all Division	➤ Submitted OPCR on September 17, 2020	N/A	N/A	N/A	N/A	Initially submitted the 2020 OPCR but due to the pandemic, 2020 reformulated OPCR was presented during the DOLE MYPA
	➤ Submitted to PS through the PS official email and/or in print/hard copy the signed 2020 Reformulated OPCR within 10 working days" from receipt of the approved template for endorsement to the Secretary through the Cluster Head		PID in coordination with all Division	➤ Submitted OPCR on September 17, 2020	5	5	5	5	Received the non-core indicators on September 11, 2020.
	➤ Submitted to PS through the PS official email, or in print/hard copy, the signed 2020 OPCR with accomplishments as of 1st semester within 15 working days after the reference period		PID in coordination with all Division	➤ Submitted OPCR on September 17, 2020	5	N/A	N/A	5	
	➤ Submitted to PS through the PS official email, or in print/hard copy, the signed 2020 OPCR with accomplishments within 15 working days after the reference period		PID in coordination with all Division	➤ 2020 OPCR Accomplishment Report prepared/submitted to DOLE-Planning Service on February 26, 2021	5	5	2	4	

	<ul style="list-style-type: none"> Submitted to HRDS summary of IPCR ratings within 30 calendar days upon receipt or approved OPCR ratings (covers accomplishment in the previous year) 		AD	<ul style="list-style-type: none"> 2019 IPCR ratings for those eligible for the 2019 PBB incentive were updated as of August 28. The final list of 2019 IPCR ratings for 169 CO and RB personnel was emailed to HRDS on 11 September 2019 	5	5	5	5	Submission to HRDS with cover memo. signed by DED Damo and addressed to HRDS Dir. Peji												
2. Financial Management	<ul style="list-style-type: none"> Fund Utilization (Budget Utilization Rate) <table border="1"> <thead> <tr> <th></th> <th>Obligation Rate</th> <th>Semestral Rate</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>15%</td> <td rowspan="2">50%</td> </tr> <tr> <td>Q2</td> <td>50%</td> </tr> <tr> <td>Q3</td> <td>85%</td> <td rowspan="2">100%</td> </tr> <tr> <td>Q4</td> <td>100%</td> </tr> </tbody> </table> <p><i>Obligation Rate = Obligation/Allotment</i></p>		Obligation Rate	Semestral Rate	Q1	15%	50%	Q2	50%	Q3	85%	100%	Q4	100%		FMD	<ul style="list-style-type: none"> Fund utilization rate (BUR) <ul style="list-style-type: none"> 1st quarter: 20% 2nd quarter: 43% 3rd quarter: 64% 4th quarter: 98% 	N/A	1 st Sem	1 st Sem	Cedric; FMS-BD; 12 Mar
	Obligation Rate	Semestral Rate																			
Q1	15%	50%																			
Q2	50%																				
Q3	85%	100%																			
Q4	100%																				
3. Reporting of Key Frontline Services Accomplishments of DOLE-CO, ROS, POLOs and Attached Agencies	<ul style="list-style-type: none"> Submitted monthly accomplishment report (through online using Google Sheet) in the delivery of the Key Frontline Services aligned with RA 11032 Process Cycle Time (PCT) as declared in the DOLE/Attached Agencies Citizen's Charter and consistent with SPRS or similar reports monthly - not later than the 10th day of the month 		PID	<ul style="list-style-type: none"> Key Frontline services accomplishment report submitted on the following dates: <ul style="list-style-type: none"> Jan: 30 Jan 2020 Feb: 04 Mar 2020 Mar: 01 Jun 2020 Apr: 01 Jun 2020 May: 01 Jun 2020 June: 30 Jun 2020 July: 28 July 2020 Aug: 27 Aug 2020 Sept: 29 Sept 2020 Oct: 27 Oct 2020 Nov: 27 Nov 2020 Dec: 29 Dec 2020 	5	5	5	5	Rey - IAS												
4. Human Resource Development Interventions																					

➤ Capacity Building of Staff	➤ 100% of the actual number of employees provided with trainings and other learning opportunities (mentoring, coaching, learning sessions) including continuing Professional Development Programs (CPD)/ Management and Leadership Programs (within 2020 end of November 2020)		AD	➤ At the CO level, 100% or all 68 personnel were provided trainings whereas at the RB level, 100% or all 93 employees were similarly deployed to various L&D initiatives as of end of CY 2020.					Ongoing consolidation of webinars attended
	➤ Submitted to HRDS Annual Training Plan which reflect the title, brief description, target participants, duration/date, focal office, estimated copy pax by 1st week of January within the reference year (for employees in the Central Offices, and Attached Agencies)		AD	➤ Annual training plan prepared					
5. Transparency Seal Compliance	➤ 100% compliance with Transparency Seal requirements in accordance with General Appropriations Act (GAA), IATF Memorandum Circular, and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority, with the following schedule: Date of On-line Checking • Q1 & Q2 - July 30, 2020 • Q3 - September 25, 2020 • Q4 - March 15, 2021 * For PBB Requirements Compliance, the usual schedule of validation by the oversight validating office (DBM-OCIO) is October 1 of the year.		AD, FMD, PID in coordination with concerned program managers	➤ 100% of Transparency seal based on GAA, IATF MC 2018-1 requirements posted in the NWPC website	N/A	2	N/A	2	Cherry/Job MD-FMS
6. Other Accomplishments				➤ PRIME – HRM Bronze Award received					

AVERAGE RATING

Category	Program		Rating					
Core Indicators			165.042 total of ratings	/	34 total indicators rated	= 4.854 average	X 80% Weight	= 3.883
Non-Core Indicators			69.34 total of ratings	/	15 total indicators rated	= 4.623 average	X 20% weight	= 0.925
Total Overall Rating								
Final Average Rating						3.883 CORE	+ 0.925 NON-CORE	= 4.808
Adjectival Rating								VS

Assessed by:		Final Rating by:	
	Date		Date
 DIRECTOR ADELINÉ T. DE CASTRO		 UNDERSECRETARY RENATO L. EBARLE	
Planning Service		PMT-CHAIRPERSON	
		 SILVESTRE H. BELLO III	
		Secretary	

Legend: 1- Efficiency/Quantity 2- Effectiveness/Quality 3- Timeliness 4- Average

03 Sept 2020