

QUARTERLY PHYSICAL REPORT OF OPERATIONS
as of 31 March 2022

FM-NWPC-PID-06
Revision 0

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

Particulars	UACS CODE	Physical Targets					Physical Accomplishments	Remarks as of 31 March 2022
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	
1	2	3	4	5	6	7 = (3+4+5+6)	8	9
ORGANIZATIONAL OUTCOME 1: Capacity of MSMEs to implement productivity improvement program enhanced	301000000							
Enterprise Productivity Improvement Program								
1. 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		1,952	2,928	2,928	1,952	> 9,760 MSMEs oriented/trained	> 3,797 (39%) MSMEs oriented/trained with 4,745 participants	> 3,797 (39%) MSMEs oriented/trained with 4,745 participants
		1,440	2,160	2,160	1,440	> 7,200 MSMEs oriented	> 2,881 (40%) MSMEs benefitted from productivity orientations with 3,579 participants	> 2,881 (40%) MSMEs benefitted from productivity orientations with 3,579 participants
		512	768	768	512	> 2,560 MSMEs trained	> 916 (36%) MSMEs benefitted from productivity trainings with 1,166 participants	> 916 (36%) MSMEs benefitted from productivity trainings with 1,166 participants
		98%	98%	98%	98%	> 98% of the respondents rated the training services as satisfactory or better	> 100% or 1,166 out of the 1,166 respondents rated the training services as satisfactory or better	> 100% or 1,166 out of the 1,166 respondents rated the training services as satisfactory or better
		-	230	589	333	> 1,152 or 45% of MSMEs trained with PIP/action plans implemented	> 9 out of 916 or 1% of MSMEs trained with PIP/action plans implemented	> 9 out of 916 or 1% of MSMEs trained with PIP/action plans implemented
		-	-	-	160	> 160 MSMEs successfully implemented its PIP/Action Plans (Terminal Reports)	-	-
2. Technical Assistance on designing productivity performance-based incentive schemes (Tier 2)		80	320	320	80	> 800 establishments provided with technical assistance on designing/ formulation of productivity/performance-based incentive schemes	> 98 (12%) establishments provided with technical assistance on designing/ formulation of productivity/performance-based incentive schemes	> 98 (12%) establishments provided with technical assistance on designing/ formulation of productivity/performance-based incentive schemes
		-	-	60	36	> 96 or at least 12% of the total number of establishments provided with technical assistance have installed/enhanced productivity/performance based incentive schemes	-	-
		-	-	-	48	> 48 establishments with productivity/performance based incentive schemes	-	-
3. Development of Productivity Modules								
a. Finalized development of seven (7) modules 1) Succeeding in Business in the New Normal 2) Retail and Visual Merchandising 3) Costing and Pricing 4) Brand Reputation: Tips on Building a Good Brand Image 5) 4Ps of Marketing 6) Business Continuity and Resiliency Planning 7) Lean Management 4.0		x	x	EO Sept	-	> Seven (7) existing modules upgraded/finalized	> Three (3) modules upgraded/finalized 1) ISTIV-SIB - Deployed the module to RTWPB with the following materials: PPT, Trainers Guide, Handout - Prepared training report 2) Retail Service - Approved for deployment 3) Costing and Pricing - Approved for deployment > For deployment to RBs 1) Domestic Work > Ongoing revision 1) Business Continuity and Resiliency Planning 2) 4Ps of Marketing 3) Brand Reputation > Prepared first draft of module on Lean and Industry Industry 4.0 for presentation to 'DED Damo and Director Jota	> Three (3) modules upgraded/finalized
b. Developed three (3) new modules 1) Improving Work Life Balance by Implementing Productivity Tools and Methodologies in the Better Normal 2) Improving Productivity thru Financial Analysis 3) Improving Productivity through Employee Engagement		x	x	x	EO Dec	> Three (3) new modules developed	> Prepared concept notes on Improving Productivity through Employee Engagement	
4. Development of Digital Learning Materials on Productivity								
a. Developed three (3) new e-Learning modules 1) 8 Type of Wastes		x	x	x	x	> Three (3) new e-Learning modules developed	> Developed/rendered the e-learning module thru Adobe Captivate for presentation to DED Level	

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2) Visual Merchandising 3) Enhance Stock Control							1) 8 Type of Wastes 2) Visual Merchandising > Prepared storyboard for the YouTube Learning Videos 1) Lean and 8 Wastes 2) ISTIV Values for Smarter and Productive Workforce	
5. Conducted capacity building on Design Thinking		-	-	-	EO Dec	> One (1) capacity building conducted	-	
6. Provided technical assistance in the conduct of Productivity Training Programs, as requested by RBs and/or other partner agencies		x	x	x	x	> Demand Driven	> Provided six (6) technical assistance to RTWPBs and stakeholders on Productivity Toolbox 1) Acted as Resource Speaker on Work Life Balance: Productive Work from Home during the NWPC Learning Session 2) NERS - Attended meeting with BLE re: DOLE Program under NERS - Attended meeting with BLE re: Mission RACE - Updated and submitted Mission RACE Progress report to Dir. Jota 3) PPRD -2022 Productivity Toolbox Assessment - Reviewed Productivity Toolbox Assessment questionnaire prepared by PPRD - Prepared and submitted to Dir.Jota comments on the suggestions on the questionnaire of PPRD on Prod. Toolbox assessment - Attended meeting re: review of prod toolbox questionnaire 4) WPRD - PBIS Module - Prepared video clip on Productivity-Based incentive Schemes to be incorporated in the PBIS module 5) DOLE-HRDS - Acted as resource person during orientation on NWPC Productivity Toolbox re: DOLE HRDS activity "Refresher Course (Re-orientation) DOLE Mandate, Programs, Policies and Guidelines for Employees CY 2022" (March 31) 6) DOLE RO-4A PESO Acted as resource speaker during DOLE RO 4A-PESO YEPA re: productive career choice and work ethics	> Provided six (6) technical assistance to RTWPBs and stakeholders on Productivity Toolbox
7. Conducted the 2022 National Productivity Conference		-	-	-	x	> One (1) conference conducted	> Conducted pre-NPC activities: - Prepared documents - venue, program, resource persons, and cost estimate - Prepared draft/revised concept note - proposed theme, topics, and mode of conduct - Prepared presentation on the proposed theme, topics, speakers, and timeline - Presented the proposed 2022 NPC to PRS Revised the proposed 2022 NPC with inputs from ED Sy Contacted OSHC for assistance in enterprise who can be tapped as speaker or reactor in NPC	
8. Innativity Projects		x	x	x	x		> Status of Innativity Projects: 1) Tier 1 Explainer Advocacy - Completed explainer video series 1 for <i>Minimum Wage as a Right' (Pending release on social media due to the sensitivity of the public to wage-related materials)</i> - Script draft for series 2 is ongoing revisions by the group after review of PID & WPRD 2) VPN - Completed VPN training for MIS personnel - Completed 3 systems configuration out of the 6 laptop units of FMD (Remaining 3 laptops to be completed within April) 3) Records Management - Completed Record Management via MS Sharepoint - Ongoing revision on the Memorandum on the Implementation Guidelines (based on PRS comments) 4) In-House Chatbot - Launched last March 30 - Initial Data Gathered: > Total unique users from launch date: 306	

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5. Learning Sessions		98%	98%	98%	98%	> 98% of respondents rated the frontline services as satisfactory or better > 12 Learning Sessions on wages, productivity, and labor market-related topics/concerns conducted	> 100% or 523 out of the 523 respondents rated the frontline services as satisfactory or better > Conducted 3 Learning Sessions 1) Unlocking Productivity through Self Care and Work Life Balance (February 24) 2) General Labor Standards/COVID-19 Issuances (March 09) 3) Diversity and Inclusion as a Driver of Engagement, <i>Women's Month</i> (March 23)	> 100% or 523 out of the 523 respondents rated the frontline services as satisfactory or better > Conducted 3 Learning Sessions 1) Unlocking Productivity through Self Care and Work Life Balance (February 24) 2) General Labor Standards/COVID-19 Issuances (March 09) 3) Diversity and Inclusion as a Driver of Engagement, <i>Women's Month</i> (March 23)
6. Research studies/technical papers/reports on wages and productivity as bases for sound policy formulation/ recommendation		98%	98%	98%	98%	> 98% of respondents rated the Learning Sessions as satisfactory or better	> 100% or 505 out of 505 respondents rated the frontline services as satisfactory or better	> 100% or 505 out of 505 respondents rated the frontline services as satisfactory or better
a. Assessment of Productivity Toolbox		x	x	x	x	> Research paper submitted (PPRD and TTSD)	> Conducted initial desk research > Gathered research/reference materials > Prepared the following for initial meeting with TTSD: Timeline of Activities, Concept Note > Prepared Guide Questions for the FGD with the RTWPBs > Coordinated and conducted initial meeting with TTSD (February 04) - Presented results of previous studies, and - Discussed research objectives and work plan > Prepared and submitted Guide Questions based on suggestions and discussion during meeting > Conducted brainstorming on drafting the guide questions for MSMEs and trainers (March 7 & 16) > Coordinated with TTSD for inputs/comments on the assessment questionnaire for RTWPBs > Attended the PPRD meeting w/ TTSD and Dir. Jota to discuss Assessment of Productivity Toolbox	
b. Review of the criteria and mechanics of the Productivity Olympics		x	x	x	x	> Operations manual submitted (PPRD)	> Prepared draft Productivity Olympics Guidebook Manual	
c. Amendments to the Republic Act 6971		x	x	x	x	> Position papers submitted upon request (PPRD)	> Coordinated with Senate Committee on Labor, Employment & Human Resources Development to inquire on the status of amendments to RA 6971 > Prepared and submitted the following documents: - Consolidated bills authored/sponsored by Senators Ralph Recto, Imee Marcos, and Nancy Binay - Letters to Senators Binay, Recto, and Marcos - Route slip and memo to SecLab for letters to > Provided input on the tax incentives of RA 6971 for PBIS module > Coordinated with staff of Senate Committee on Labor & Employment to follow up on the status of amendatory bill to RA 6971 > Prepared and submitted the following documents: Memo, letters, and route slip on letters for senators > Coordinated with BIR regarding the Revenue Memorandum Circular No. 102 S. 1990 on the availment and process of the tax incentives on productivity > Conducted environmental scanning on availing special tax deductions on RA 6971 > Reviewed IRR of RA 6971 or the Productivity Incentives Act and brainstormed on the possible structure of the process flowchart > Coordinated with the Office of Senate Committee on Labor Employment and Human Resources Development to request for updates on the status of HB 10410 Development to request for updates on the status of HB 10410	
d. A Study on the Prevailing Wage and Productivity Practices of Barangay Micro-Business Enterprises		x	x	x	x	> Final report submitted (WPRD)	> Prepared letters for DTI re: shift to FGD, request for regional focal and data on 2021 registered BMBEs > Presented to ED Sy and the Commission en Banc the FGD Guide (March 10)	
e. Exploratory Study on the Effects of Minimum Wage on Workers in the Informal Sector		x	x	x	x	> Final report submitted (WPRD)	> Prepared/submitted Concept Note and Terms of Reference	
f. Exploratory Study on the Influence of Minimum Wage Issuances to CBA-Negotiated Wage Increases		x	x	x	x	> Final report submitted (WPRD)	> Prepared/submitted concept note	

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g. Review on How the Pandemic Influenced the Legal and Policy Frameworks on Employment and Work Arrangement		x	x	x	x	> Research paper submitted (RALD)	> Concept paper submitted and approved Ongoing research and writing	> Research paper writing 60% done
h. Formulation of NWPC Guidelines for Cyber Security which will form part of the NWPC Data Privacy Manual		x	x	x	x	> Guidelines submitted (RALD)	> Concept paper submitted and approved with initial draft ongoing team review	> Guidelines crafting 100% done, ongoing team review
FINANCIAL MANAGEMENT								
1. Workshop on Financial Management		x	-	-	-	> Workshop conducted	> Workshop on Financial Management conducted on 02-04 February 2022 via Zoom	
2. Allotment Utilization		15%	50%	85%	100%	> 100% fund utilization	> 23.28% allotment utilized as of March 2022 - PS: 23.56% - MOOE: 21% - CO: 71.31%	
3. Cash Utilization		100%	100%	100%	100%	> 100% cash utilization	> 99.9% or 100% cash utilization	
4. Flash Performance Report		3	3	3	3	> 12 monthly Flash Performance Report submitted to DOLE-FMS	> 3 Monthly Flash Performance Reports submitted to DOLE-FMS on the following dates: - January - February 07, 2022 - February - March 07, 2022 - March - April 07, 2022	
5. BFAR		1	1	1	1	> 4 quarterly reports submitted to DBM	> Q4-2021 BFAR submitted on 30 January 2022 > For finalization of Q1-2022 BFAR	
INSTITUTIONAL SUPPORT								
1. Gender and Development (GAD) Plan		x	x	x	x	> GAD programs and projects implemented/ conducted	> 2022 GPB report endorsed by PCW (Feb 21) > 2021 GAD AR submitted to GMMS (March 11)	
NON-CORE INDICATORS Support to Operations								
1. Quality Management Systems (QMS) Implementation and QMS Audit		1	1	1	1	> QMS Quarterly Reports on the continual improvements activities and initiatives submitted on or before the 15th day of the month following the reference quarter	> QMS Performance Report submitted on March 31 to DOLE-FMS > Passed the ISO 9001:2015 Recertification Audit by TUVR (01-02 March 2022)	
2. Planning and Management Information System								
a. CorPlan/MYPA/ YEPA		1	x	1	1	> CorPlan/MYPA/YEPA conducted	> 2022 NWPC-RTWPB Planning Exercise conducted on 17-18 March 2022 at the Diamond Hotel Philippines - NWPC Planning Exercise conducted on 19-20 & 25 January 2022 via Zoom - CO-RB Consultation Meeting conducted on 09 February 2022 via Zoom - CO-RB Secretariat Level Planning conducted on 15-16 February 2022 via Zoom	
b. Implementation of the 2021 NWPC ISSP		x	x	x	x	> Procurement recommendation and bidding docs prepared	> Posted in PHILGEPS - 300 licenses of antivirus application (March 25) - 4 units of laptop (March 25) - 2 photocopier machine (March 28) > BAC Resolution approved - Renewal of LMS Subscription - Gnomio (March 22) > For submission of SPPMP - Desktop (DBM-PS) *Waiting for the availability of stocks in PS on May 13 > For Canvass - 25 licenses of online grammar and language checker tool (1 year subscription)	
3. Administrative Services								
a. Staff Development Program		x	x	x	x	> Trainings/seminar facilitated/conducted	> 34 local trainings availed and organized at CO and RB levels a. 12 internal training organized benefitting 276 participants (82 male and 194 female) b. 22 external training attended/participated by 15 employees (4 male and 11 female) > No foreign training availed within the coverage period	

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1) Labor and Administrative Continuing Education System (LACES)		ORAOHRA	GAD	Wages	x	1) Two (2) events with GAD-based LACES to be held simultaneous with 2022 Teambuilding	> The 1st LACES for CY 2022 was held on March 22 to 25 with resource speaker from CSC-NCR FO BSP.	> The other in-housed webinars were spearheaded by PID and TTSD. > Employees with training gaps on Labor Standards will be required to attend learning session sponsored by PID
2) Deployment to External Trainings subject to Personnel Development Committee (PDC)		x	x	x	x	2) Dependent on the output of PDC assessment		
3) 2022 Teambuilding Exercises		-	x	-	-	3) 2022 Teambuilding Exercises conducted		
b. Health, Safety and Welfare Program								
1) 2022 Annual Physical Examination		-	-	x	-	> 2022 APE conducted	> 94 personnel received medical supplements (February 15-16)	
2) Influenza Vaccination		-	x	-	-	> Influenza vaccination administered		
3) Medical Supplements (Vit. C)		x	-	-	-	> Medical Supplements (Vit. C) procured and distributed		
4) Drug Testing		-	x	-	x	> Drug testing conducted		
Prepared by:		In coordination with:				Approved by:		12 April 2022
 LOURDES M. SECILLANO Chief, Planning and Information Division		 EDITHA M. SAÚ Chief, Financial Management Division				 MARIA CRISELDA R. SY Executive Director		