



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



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**OFFICE ORDER NO. 002**  
Series of 2023

**NWPC and RTWPB Committees for Calendar Year 2023**

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**

Chairperson:	Deputy Executive Director, MSS
Alternate Chairperson:	Director II, MSS
Members:	Regular: Director II, PRS Alternate: Division Chief, RALD Division Chief, WPRD Division Chief, PPRD Regular: Director II, TS Alternate: Division Chief, PID Division Chief, TTSD Regular: Division Chief, AD Alternate: Supervising Administrative Officer, AD Human Resource Management Officer III Department/Division head where vacancy exist or his/her designated alternate
GAD Focal	Julliane Blair L. Coco - Regular Dalisay P. Moog - Alternate
Employee Association (EA) Representatives	
Second Level:	Michelle Irish D. Mackay - Regular Francis Michael G. Atangan - Alternate
First Level:	Riza D. Magdamit - Regular Romeo E. Paleza - Alternate
Secretariat:	Human Resource Staff

The HRMPSB is responsible for overseeing the NWPC Recruitment, Selection and Placement (RSP) process. The Board shall primarily be responsible in assisting the Appointing Authority in the judicious and objective selection of candidates in the NWPC in accordance with CSC approved Merit Selection and Promotion Plan (MSPP).

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.

While the GAD Focal person, as a member of the Board, shall ensure that the HRMPSB adheres to existing general policy on Equal Employment Opportunity Principle (EEO). The Board shall base its decisions on the agency's needs, job and competency requirements, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status.

**RTWPB**

*For positions SG-22 and up*

Chairperson:	Board Chairperson
Members:	Board Secretary V HRMO/Personnel Officer designate Employees' Association Representative

*For positions below SG-22*

Chairperson:	Board Secretary VI
Members:	Attorney IV / Supervising LEO HRMO/Personnel Officer designate Employees' Association Representative

For RTWPB, another employee shall be designated as the secretariat. In case of insufficiency of staff to act as secretariat, the Board may request assistance from NWPC.

**PERSONNEL DEVELOPMENT COMMITTEE (PDC)**

**NWPC**

Chairperson:	Director II, MSS
Alternate Chairperson:	Director II, TS
Members:	Regular: Division Chief, AD Alternate: Supervising Admin. Officer, AD
Employee Association Representatives:	
Second Level:	Francis Michael G. Atangan - Regular Maureen Mae L. Sajise - Alternate
First Level:	Evangeline T. Madali - Regular Marissa C. Cristino - Alternate
Secretariat:	Administrative Division Staff

**RTWPB**

Chairperson:	Board Secretary VI
Members:	Supervising LEO Employees' Association Representative

All PDC-recommended local trainings shall be approved by their respective Board Chairpersons. However, trainings conducted outside their regions must seek travel approval from the Executive Director. For foreign training/scholarship, the RTWPB PDC's recommendation shall go thru the NWPC PDC for re-evaluation and endorsement to the approving authority, the Executive Director.

## **GRIEVANCE COMMITTEE**

### **NWPC**

Chairperson: Deputy Executive Director, WP  
Alternate Chairperson: Director II, PRS  
Members: Division Chief, TTSD  
Division Chief, AD  
Division Chief, WPRD  
Employee Association Representatives:  
Michelle Irish D. Mackay - Regular  
Christopher F. Rodriguez - Alternate  
Secretariat: Review, Appeals and Legal Division

### **RTWPB**

Chairperson: Board Secretary VI  
Members: Supervising LEO  
Employees' Association Representative

## **PROGRAM ON REWARDS, AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE**

### **NWPC**

#### **COMPOSITION**

Chairperson: Director II, MSS  
Members: Division Chief, PID  
Division Chief, TTSD  
Division Chief, PPRD  
Employee Association Representatives:  
Second Level: Terence Joy O. Amores – Regular  
Reena May C. Ibanez - Alternate  
First Level: Riza D. Magdamit - Regular  
Jenecis B. Casimiro - Alternate  
Secretariat: Human Resource Unit Staff

### **RTWPB**

Chairperson: Board Secretary VI  
Members: Administrative Officer – HR designate  
Two (2) Regional Board Employees' Association  
Representative

## **PERFORMANCE MANAGEMENT COMMITTEE**

### **A. Agency Performance Management Team**

Chairperson: Deputy Executive Director, MSS  
Vice-Chairperson: Deputy Executive Director, WP  
Members: All Director IIs  
All Division Chiefs  
Employee Association Representatives:  
Michelle Irish D. Mackay - Regular  
Christopher F. Rodriguez - Alternate  
Secretariat: Supervising Administrative Office-AD/PID staff

### **B. Office Level (Department) Performance Management Team**

Lead: Respective Director II (PRS, TS, MSS)  
Members: MSS - Division Chief of AD and FMD  
TS - Division Chief of PID and TTSD  
PRS - Division Chief of PPRD, WPRD, RALD  
Secretariat: Assigned staff of respective Department/Division

### **C. RTWPB Level Performance Management Team**

Chairperson: Board Chairperson  
Vice-Chairperson: Board Secretary VI  
Members: Personnel Officer designate  
Employees' Association Representative  
Secretariat: HRMO designate

### **D. Performance Validation Team**

Chairperson: Division Chief, AD  
Members: Division Chief, FMD  
Division Chief, PID  
Division Chief, PPRD  
Division Chief, RALD  
Division Chief, TTSD  
Division Chief, WPRD  
RTWPB-NCR Board Secretary VI  
Employees' Association Representatives:  
Christopher F. Rodriguez - Regular  
Joan Angelica O. Endencia - Alternate  
Secretariat: Supervising Administrative Officer-AD/PID staff

## **BIDS AND AWARDS COMMITTEE (BAC)**

Chairperson: Director II, PRS  
Vice-Chairperson: Division Chief, RALD  
Members: Division Chief, TTSD  
Division Chief, AD  
Division Chief, PID

Alternate Members: Division Chief, PPRD  
Division Chief, WPRD  
Secretariat: Head, Procurement Unit

***Technical Working Group***

Head: Jovhilmar E. Brinquez  
Primary Members: Alexis P. Fabunan  
John Rowen S. Rubite  
April Jamaica Joie S. Estoque  
Alternate Members: Clodualdo F. Milo, Jr.  
Maureen Mae L. Sajise  
Dalisay P. Moog  
Secretariat: Evangeline T. Madali

**TECHNICAL PROPERTY INSPECTION COMMITTEE**

Chairperson: Rosanna L. dela Cruz  
Vice-Chairperson: Dalisay P. Moog  
Members: Edward Lyndon M. Madali  
Francis Michael G. Atangan  
Alternate Members: Andrew P. de Guia  
Mildred V. Morales

**For motor vehicles**

Members: Rodrigo T. Parallag - Regular  
Carmelo V. Cruz - Alternate

**RECORDS MANAGEMENT AND DISPOSAL COMMITTEE (RMDC)**

Chairperson: Director II, MSS  
Members: Division Chief, AD  
Division Chief, PID  
Division Chief, FMD  
Division Chief, TTSD  
Division Chief, RALD  
Division Chief, PPRD  
Division Chief, WPRD  
Representatives from the Offices of the Directors  
Secretariat: Records Officer, AD  
Designated Records personnel of all Divisions

**INVENTORY and DISPOSAL COMMITTEE**

Chairperson: Director II, MSS  
Members: Division Chief, AD  
Division Chief, FMD  
Internal Quality Auditor (IQA)  
Observer: COA Resident Auditor or his/her representatives  
Secretariat: Designated Supply Officer

## **SALN REVIEW AND COMPLIANCE COMMITTEE**

Chairperson: Division Chief, AD  
Members: Human Resource Management Officer / Designate  
Employees' Association Representative

## **GREEN OUR DOLE PROGRAM/7S COMMITTEE**

Chairperson: Director II, TS  
Members: Division Chief, TTSD  
Employee Association Representatives:  
Francis Michael G. Atangan - Regular  
April Jamaica Joie S. Estoque - Alternate

### **Sub-Committees**

- a. Planning and Documentation Committee** Andrew P. de Guia - Lead  
Franz Allan A. Visitacion
- b. Education and Promotion Committee** Enrique P. Reyes - Lead  
John Rowen S. Rubite
- c. Monitoring/Evaluation Committee** Maria Rosa D. Opis - Lead  
One (1) representative per division
- d. Rewards and Incentives Committee** Editha M. Saus - Lead  
Christopher F. Rodriguez  
Jenecis B. Casimiro

## **GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM**

### **Executive Committee**

Chairperson: Executive Director IV  
Members: Deputy Executive Director, WP  
Deputy Executive Director, MSS

### **Technical Working Group**

Co-Chairpersons: Director II per Department  
Members: All Division Chiefs  
All Board secretaries of RTWPBs  
Focal Persons: Julliane Blair L. Coco, PID  
Dalisay P. Moog, FMD

## **SAFETY COMMITTEE**

Chairperson: Director II, MSS  
Vice-Chairperson: Division Chief, AD  
Members:  
**a. Preventive Committee** Andrew P. de Guia  
Clodualdo F. Milo, Jr.

- b. Health Committee** Dalisay P. Moog  
Rita Salve C. Vitalicio
- c. Disasters Sub-Committee** John Rowen S. Rubite  
Crisanto S. Razon

### **OFFICE UNIFORM COMMITTEE**

Chairperson: Division Chief, PPRD  
 Members: Division Chief, AD  
 Division Chief, FMD  
 Board Secretary VI, RTWPB-NCR  
 Employees' Association Representatives:  
 Enrique P. Reyes  
 Zulaizah Genesis M. Lahan

### **DATA PROTECTION COMMITTEE**

#### ***Data Protection Officers***

Lead: Director II, TS  
 Members: Division Chief, AD  
 Division Chief, PID  
 ITO II, PID

#### ***Data Breach Response Team***

Lead: Division Chief, RALD  
 Members: Computer Programmer III, PID  
 Website Administrator – designate

### **SPORTS COMMITTEE**

Chairperson: Enrique P. Reyes  
 Members: Henry M. Kakazu  
 Romelyn M. Santos

### **QUALITY MANAGEMENT COMMITTEE**

Chairperson: Deputy Executive Director, MSS  
 Audit Manager: Director II, MSS

**a. Document Control Custodian (DCC)**

Head: Donnabeth D. Yodico  
 Assistant Head: Maureen Mae L. Sajise  
 Members: Andrew P. de Guia, AD  
 Dalisay P. Moog  
 Kristoffer Robin S. Resurreccion, PID  
 Almayne C. Abastillas, PPRD

Mark Leroy Arpon, TTSD  
Franz Allan A. Visitacion, WPRD  
Charmaine Rose Anne S. Jamito, RALD

**b. Training Team**

Head: Amelia C. Kakazu  
Members: Reena May C. Ibanez  
Terence Joy O. Amores

**c. Internal Quality Audit Team**

Team Leader: Lourdes M. Secillano  
Members: April Jamaica Joie S. Estoque  
Julianne Blair L. Coco  
Mildred V. Morales  
Romelyn M. Santos  
Joan Angelica O. Endencia  
Franz Allan A. Visitacion  
Francisca C. Guña  
Jovhilmar E. Bringuez  
Francis Michael G. Atangan  
Charmaine Rose Anne S. Jamito  
Zulaizah Genesis M. Lahan  
Michelle Irish D. Mackay  
Enrique P. Reyes  
Maureen Mae L. Sajise  
Maria Rosa D. Opis  
Dalisay P. Moog  
Donnabeth D. Yodico  
Almayne C. Abastillas  
Reinalyn D. Villano  
Marissa C. Cristino  
Rita Salve C. Vitalico  
RTWPB Internal Auditors  
Concerned Division Chiefs

**d. Process Owners**

**ASSOCIATION MANAGEMENT CONSULTATIVE COUNCIL (AMCC)**

Chairperson: Division Chief, RALD  
Management Rep: Division Chief, FMD  
Division Chief, PID  
Employee Association Reps: Zulaizah Genecis M. Lahan  
Rosanna L. dela Cruz  
John Rowen S. Rubite  
Secretariat: Supervising Administrative Officer, AD

## **COMMITTEE ON DECORUM AND INVESTIGATION (CODI)**

Chairperson: Director II, PRS  
Vice Chairperson: Director II, MSS  
Members: Attorney V, RALD  
Employees' Association Representative:  
1<sup>st</sup> Level  
2<sup>nd</sup> Level

Pursuant to Rule 3 (Complaint), Section 17 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS), the CODI shall perform the following functions:

1. Receive complaints of sexual harassment;
2. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
3. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision; and
4. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

## **INTERNAL RESTRUCTURING COMMITTEE**

Chairperson: Deputy Executive Director, MSS  
Vice Chairperson: Deputy Executive Director, WP  
Members: All Director IIs  
All Division Chiefs  
Secretariat: Andrew P. de Guia

## **COMMITTEE ON ANTI-RED TAPE (CART)**

Chairperson: Executive Director  
Vice-Chairpersons: Deputy Executive Director, WP  
Deputy Executive Director, MSS  
Members: Director II, PRS  
Director II, TS  
Director II, MSS  
Division Chief, PID  
Employees' Association President

Pursuant to Anti-Red Tape Authority Memorandum Circular No. 2020-07, the CART shall ensure that NWPC shall comply with the requirements of R.A. No. 11032 and its IRR and subsequent issuance by the authority, as may be applicable.

## **NWPC SERVICE QUALITY IMPROVEMENT TEAM (NWPC-SQIT)**

Chairperson: Director II, TS  
Vice-Chairperson: Division Chief, PID  
Focal Persons: Jullianne Blair L. Coco  
Kristoffer Robin S. Resurreccion

Terence Joy O. Amores  
Mildred V. Morales

The NWPC-AQT shall be responsible for the implementation and management of the Service Quality Improvement Program (SQiP) of the Digital Reinvention Project of the Commission in collaboration with the Regional Tripartite Wages and Productivity Boards (RTWPBs) towards efficient delivery of public services and optimization of organizational performance.

### **COMMITTEE FOR SERVICE PROVIDERS**

Chairperson: Director II, MSS  
Members: Concerned Program Manager (Division Chief)  
Employees' Association President

### **SEARCH COMMITTEE FOR OFFICE BUILDING PROCUREMENT**

Chairperson: Division Chief, AD  
Vice-Chairperson: Attorney IV, RALD  
Members: Andrew P. De Guia, AD  
April Jamaica Joie Estoque, FMD  
Jullianne Blair L. Coco, PID  
Enrique P. Reyes, TTSD  
Romelyn M. Santos, PPRD  
John Rowen S. Rubite, WPRD  
Jackilyn G. Borja, RTWPB-NCR  
Employees' Association President

The committees 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 until the issuance of a new office order and shall perform the duties and responsibilities under existing law, CSC rules and regulations, DOLE, and NWPC issuances.

For compliance.

Manila, 03 January 2023.

  
**MARIA CRISELDA R. SY**  
Executive Director IV

