



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



OFFICE ORDER NO. 01  
Series of 2024

**NWPC and RTWPB Committees for Calendar Year 2024**

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:**

Salary Grade 22 & above: Executive Director  
Salary Grade 21 & below: Deputy Executive Director, MSS

**Alternate Chairperson:**

Salary Grade 22 & above: Deputy Executive Director, MSS  
Salary Grade 21 & below: Director II, MSS

**Members:**

Regular: Department Head where the vacancy exists  
Alternate: Division Chief in the Department where the vacancy exists

Regular: Division Chief where the vacancy exists  
Alternate: Supervising Officer where the vacancy exists

Regular: Division Chief, AD  
Alternate: Supervising Officer, AD  
Employees' Association (EA) Representatives

Regular – Second Level: EA President

Alternate – Second Level: Francis Michael G. Atangan

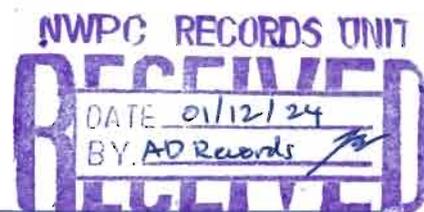
Regular – First Level: Riza D. Magdamit

Alternate – First Level: Romeo E. Paleza

Regular: Human Resource Management Officer III

Observer: GAD Focal Person  
Planning Officer III - Regular  
Budget Officer III - Alternate

Secretariat: Human Resource Management Staff



**RTWPB**

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

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

The GAD Focal person, as an observer, shall ensure that the HRMPSB adheres to existing general policy on the 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.

For RTWPB, another employee shall be designated as the secretariat. In case staff are insufficient 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: Division Chief, AD - Regular  
Supervising Officer, AD - Alternate  
Employees' Association Representatives:  
Second Level: Francis Michael G. Atangan - Regular  
Almayne C. Abastillas - Alternate  
First Level: Evangeline T. Madañ - Regular  
Marissa C. Cristino - Alternate  
Secretariat: Administrative Division Staff

**RTWPB**

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

All PDC-recommended local training, including those conducted outside their regions, shall be approved by the Executive Director. For foreign training/scholarship, the RTWPB PDC's recommendation shall go through the NWPC PDC for re-evaluation and endorsement to the approving authority based on DOLE Administrative Order No. 39 s.2023.

## **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: Employees' Association President  
Christopher F. Rodriguez - Alternate  
Secretariat: Review, Appeals and Legal Division

### **RTWPB**

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

## **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  
Employees' Association Representatives:  
Second Level: Terence Joy O. Amores – Regular  
Reena May C. Ibanez - Alternate  
First Level: Riza D. Magdamit - Regular  
Aslima Guro - Alternate  
Secretariat: Human Resource Management Unit Staff

### **RTWPB**

Chairperson: Board Secretary VI  
Members: Accountant Designate  
Secretariat: Administrative Officer – HR designate

## PERFORMANCE MANAGEMENT COMMITTEE

### A. *Agency Performance Management Team*

Chairperson: Deputy Executive Director, MSS  
Vice-Chairperson: Deputy Executive Director, WP  
Members: All Directors II  
All Division Chiefs  
Employee Association Representatives:  
Employees Association President - Regular  
Christopher F. Rodriguez - Alternate  
Secretariat: Administrative Officer-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  
Zulaizah Genesis M. Lahan (EA Representative)  
Secretariat: Assigned staff of respective Department/Division

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

Chairperson: Board Chairperson  
Vice-Chairperson: Board Secretary VI  
Members: Personnel Officer designates  
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: 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: Charmaine Rose Ann S. Jamito, RALD  
Members: Alexis P. Fabunan, PID  
John Rowen S. Rubite, TTSD  
Dalisay P. Moog, FMD  
Alternate Members: Clodualdo F. Milo, Jr., PID  
Joan Angelica Endencia, PPRD  
Secretariat: Evangeline T. Madali, AD

**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  
Gio Luis A. Banhao - 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  
Secretariat: Representatives from the Offices of the Directors  
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 Auditor (IQA)  
Observer: COA Resident Auditor or his/her representatives  
Secretariat: Designated Supply Officer

## **SALN REVIEW AND COMPLIANCE COMMITTEE**

Chairperson: Division Chief, AD  
Members: Division Chief, RALD  
Human Resource Management Officer / Designate  
Christopher F. Rodriguez – EA Employee Representative

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

Chairperson: Director II, TS  
Members: Division Chief, TTSD  
Employees' Association Representatives:  
Francis Michael G. Atangan - Regular  
Dalisay P. Moog - Alternate

### **Sub-Committees**

- |  |  |
|--|--|
| <i>a. Planning and Documentation Committee</i> | Andrew P. de Guia - Lead<br>Franz Allan A. Visitacion            |
| <i>b. Education and Promotion Committee</i>    | John Christopher Lapiz - Lead<br>John Rowen S. Rubite            |
| <i>c. Monitoring/Evaluation Committee</i>      | Maria Rosa D. Opis - Lead<br>One (1) representative per division |
| <i>d. Rewards and Incentives Committee</i>     | April Jamaica Joie S. Estoque – Lead<br>Christopher F. Rodriguez |

## **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 – Central Office**

Chairpersons: Director II, Technical Service  
Co-Chairpersons: Director II, Policy Research Service  
Director II, Management and Support Service  
Members: All Division Chiefs  
Employee Association President  
GAD Focal Persons: Sarahata M. Salacop, AD  
Dalisay P. Moog, FMD  
Andrew P. De Guia, PID  
Rita Salve C. Vitalicio, PPRD  
Charmaine Rose Anne S. Jamito, RALD  
Francis Michael G. Atangan, TTSD  
Sarah D. Mesina, WPRD

### **Technical Working Group – Regional Boards**

Chairperson: Board Secretary VI  
Members: Regional GAD Focal Person  
RB Employees Association Representative

The GFPS Chairperson or Head of Agency shall:

1. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems and procedures of the agency including the creation, strengthening, modification or reconstitution of the GFPS; and
2. Approve the GAD Plan, Program and Budget of the agency as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.

The duties and functions of the GFPS shall be in accordance with the Philippine Commission on Women (PCW) Memorandum Circular No. 2011-01 issued on October 21, 2011.

### **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* Crestilo P. Caramillo  
Gio Luis A. Banhao  
Clyde M. Bulan  
Rodrigo T. Parallag

### **OFFICE UNIFORM COMMITTEE**

Chairperson: Division Chief, PPRD  
Members: Division Chief, AD  
Division Chief, FMD  
Board Secretary VI, RTWPB-NCR  
Employees' Association Representatives:  
Ran Robert V. Itutud  
Reena May C. Ibanez

### **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: Angielyn L. Caro  
Members: Henry M. Kakazu  
Christine C. Barbosa

### **QUALITY MANAGEMENT COMMITTEE**

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

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

Head: Donnabeth D. Yodico  
Assistant Head: Zulaizah Genesis M. Lahan  
Members (Division DCC): Kristoffer Robin S. Resurreccion, AD

Dalisay P. Moog, FMD  
Andrew P. de Guia, 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: April Jamaica Joie S. Estoque  
Assistant Team Leader: Michelle Irish D. Mackay  
Members: Mildred V. Morales  
Joan Angelica O. Endencia  
Franz Allan A. Visitacion  
Francis Michael G. Atangan  
Charmaine Rose Anne S. Jamito  
Zulaizah Genesis M. Lahan  
Enrique P. Reyes  
Maria Rosa D. Opis  
Dalisay P. Moog  
Donnabeth D. Yodico  
Almayne C. Abastillas

Reinalyn D. Villano  
Marissa C. Cristino  
Rita Salve C. Vitalicio  
Reena May C. Ibanez  
John Rowen S. Rubite  
RTWPB Internal Auditors

**d. Process Owners** Concerned Division Chiefs/Unit Heads/Focal Persons

### **ASSOCIATION MANAGEMENT CONSULTATIVE COUNCIL (AMCC)**

**Chairperson:** Division Chief, RALD  
**Management Rep:** Division Chief, FMD  
Division Chief, PID  
**Employees' Association Representative:**  
Employee Association President  
Zulaizah Genecis M. Lahan  
Rosanna L. dela Cruz  
**Secretariat:** 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 – Carmelinda M. Baccay  
2<sup>nd</sup> Level – Queen Terese Espinas

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 Directors II  
All Division Chiefs  
Employees' Association President  
**Secretariat:** Kristoffer Robin S. Resurreccion

### **NWPC 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

Secretariat: Administrative Officer V, AD

### **RTWPB's COMMITTEE ON ANTI-RED TAPE (CART)**

Chairperson: Board Chairperson  
Vice-Chairperson: Board Secretary  
Members: Supervising LEO

Pursuant to Anti-Red Tape Authority Memorandum Circular No. 2020-07 as amended by MC No. 2023-08, the CART shall ensure that NWPC/RTWPB shall comply with the requirements of R.A. No. 11032 and its IRR and subsequent issuance by the authority, as may be applicable.

Meetings shall be conducted at least twice a year.

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

Chairperson: Director II, TS  
Vice-Chairperson: Division Chief, PID  
Focal Persons: Kristoffer Robin S. Resurreccion, AD  
Angielyn L. Caro, FMD  
Edward Lyndon M. Madali, PID  
Rita Salve C. Vitalicio, PPRD  
Juan Nicko L. Suarez, RALD  
Reena May C. Ibanez, TTSD  
Mildred V. Morales, WPRD

The NWPC-SQIT shall be responsible for the implementation and management of the Service Quality Improvement Program (SQiP) of the Innovation efforts and Digital Reinvention Projects 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)  
Supply Officer  
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
	Clodualdo F. Milo Jr., PID
	Mark Leroy Arpon, TTSD
	John Christopher Lapiz, PPRD
	Mildred V. Morales, 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, 12 January 2024.

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