

QUARTERLY PHYSICAL REPORT OF OPERATION
As of December 31, 2024

Department : Department of Labor and Employment (DOLE)
 Agency : National Wages and Productivity Commission
 Operating Unit : Central Office
 Organization Code (UACS) : 16 006 0100000

Particulars	UASC CODE	Physical Target (Budget Year)					Physical Accomplishment (Budget Year)					Variance as of 12/31/2024	Remarks
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total		
1	2	3	4	5	6	7	8	9	10	11	12	13	14
ENTERPRISE PRODUCTIVITY IMPROVEMENT PROGRAM	310100000000000												
OO: Capacity of MSMEs to implement productivity improvement program enhanced													
Outcome Indicators													
Percentage of trained MSMEs with 1. productivity improvement program/action plan		-	5%	30%	15%	50%	-	17%	34%	18%	66%	-16%	Accomplishment: 66% or 3,428 of 5,188 MSMEs trained with PIP/action plans implemented
Percentage of MSMEs assisted on 2. productivity pay advisory with productivity incentive schemes		-	-	6%	8%	14%	-	5%	13%	4%	21%	-7%	2024 Revised Target: 21% Accomplishment: 21% or 359 of 1,709 PBIS installed Variance as of 12/31/2024: 0%
Output Indicators													
1. Number of MSMEs trained/oriented		3,200	4,800	6,400	1,600	16,000	6,654	15,613	5,288	1,212	28,767	-12,767	2024 Revised Target: 20,000 Accomplishment: 28,767 (144%) MSMEs trained/oriented Variance as of 12/31/2024: (8,767) <i>Note: 9,597 or 33.3% of the total accomplishments were due to the TAV orientation.</i>
Percentage of clients who rated 2. training/technical services as satisfactory or better		98%	98%	98%	98%	98%	100%	99%	100%	100%	99%	-1%	Accomplishment: 99% or 7,227 of 7,228 respondents rated training/technical services as satisfactory or better
Number of MSMEs provided with technical 3. assistance on designing productivity based incentive schemes		-	140	420	720	1,280	378	902	403	26	1,709	-429	2024 Revised Target: 1,520 Accomplishment: 1,709 (112%) MSMEs provided with technical assistance on designing PBIS Variance as of 12/31/2024: (189)

Particulars	UASC CODE	Physical Target (Budget Year)					Physical Accomplishment (Budget Year)					Variance as of 12/31/2024	Remarks
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total		
1	2	3	4	5	6	7	8	9	10	11	12	13	14
WAGE REGULATORY PROGRAM	320100000000000												
OO: Fair and reasonable minimum wages in accordance with law ensured													
Outcome Indicators													
1. Percentage of wage rates above the poverty threshold		75% (2021 PT)	60% (2021 PT)	60% (2021 PT)	60% (2021 PT)	60% (2021 PT)	78.3% (2021 PT)	80.4% (2021 PT)	81.6% (2021 PT)	95.2% (2021 PT)	95.2% (2021 PT)	-35.2% (2021 PT)	2024 Revised Target: 80% (2021 PT) Accomplishment: 95.2% or 40 of 42 wage rates above the 2021 poverty threshold Variance as of 12/31/2024: (15.1%) for 2021 PT
		100% (2018 PT)	100% (2018 PT)	100% (2018 PT)	100% (2018 PT)	100% (2018 PT)	100% (2018 PT)	100% (2018 PT)	100% (2018 PT)	100% (2018 PT)	100% (2018 PT)	0% (2018 PT)	Accomplishment: 100% of the 46 wage rates above the 2018 poverty threshold
2. Percent of appealed cases on wage orders/ exemption cases resolved within the reglementary period/PCT of 60 days		98%	98%	98%	98%	98%	-	-	33%	100%	100%	-2%	Accomplishment: 3 of 3 appeals disposed
Output Indicators													
1. Number of clients reached thru advocacy services		70,000	105,000	105,000	70,000	350,000	171,331	143,212	179,652	154,361	648,556	-298,556	2024 Revised Target: 400,000 Accomplishment: 648,556 (162%) clients reached thru advocacy services Variance as of 12/31/2024: (248,556) Updated based on NWPC OO Nos. 18 and 149, Series of 2024
2. Number of wage orders issued, as necessary		as necessary	as necessary	as necessary	as necessary	as necessary	4	2	6	16	28	-	Accomplishment: 15 Wage Orders for private establishments issued, and 13 Wage Orders for domestic workers issued
3. Percentage of wage cases resolved within forty-five (45) days upon receipt of application		98%	98%	98%	98%	98%	-	-	100%	100%	100%	-2%	Accomplishment: 100% of 13 wage applications disposed [Nine (9) new applications have been received, and are still within the 45-day processing period.]

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QUARTERLY PHYSICAL REPORT OF OPERATIONS
4th Quarter of 2024

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Revision 0

Department: Department of Labor and Employment
Agency: National Wages and Productivity Commission
Operating Unit: Central Office
Organization Code (UACS): 16 006 0100000

Particulars	UACS CODE	Physical Targets					Total 7 = (3+4+5+6)	Physical Accomplishments				Remarks as of 31 December 2024
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter		2nd Quarter	3rd Quarter	4th Quarter		
1	2	3	4	5	6		8	9	10	11	12	
ORGANIZATIONAL OUTCOME 1: Capacity of MSMEs to implement productivity improvement program enhanced	301000000											
Enterprise Productivity Improvement Program												
1. Productivity Toolbox: Training and Orientation to improve workers' capacity and enterprise competitiveness		4,000	6,000	6,000	4,000	> 20,000 MSMEs oriented/trained	> 6,654 (33%) MSMEs oriented/trained with 9,383 participants	> 15,613 (78%) MSMEs oriented/trained with 18,343 participants	> 5,288 (26%) MSMEs oriented/trained with 7,029 participants	> 1,212 (6%) MSMEs oriented/trained with 1,266 participants	> 28,767 (144%) MSMEs oriented/trained with 36,023 participants	
		3,200	4,800	4,800	3,200	> 16,000 MSMEs oriented	> 5,135 (32%) MSMEs benefited from productivity orientations with 7,708 participants	> 12,810 (80%) MSMEs benefited from productivity orientations with 15,598 participants	> 4,477 (28%) MSMEs benefited from productivity orientations with 5,804 participants	> 1,157 (7%) MSMEs benefited from productivity orientations with 727 participants	> 23,579 (147%) MSMEs benefited from productivity orientations with 28,837 participants (9,597 or 41% of the total orientation accomplishments were due to the TAV orientation.)	
		800	1,200	1,200	800	> 4,000 MSMEs trained	> 1,519 (38%) MSMEs benefited from productivity trainings with 1,675 participants	> 2,803 (70%) MSMEs benefited from productivity trainings with 3,747 participants	> 811 (20%) MSMEs benefited from productivity trainings with 1,225 participants	> 55 (1%) MSMEs benefited from productivity trainings with 539 participants	> 5,188 (130%) MSMEs benefited from productivity trainings with 7,186 participants	
		-	400	1,000	600	> 50% of MSMEs trained with PIP/Action plans implemented	> Scheduled for implementation by Q2-Q4 2024	> 17% or 748 of 4,322 MSMEs trained with PIP/Action plans implemented	> 34% or 1,760 out of 5,133* of MSMEs trained with PIP/Action plans implemented *Running total of MSMEs trained	> 18% or 920 out of 5,188* of MSMEs trained with PIP/Action plans implemented *Running total of MSMEs trained	> 66% or 3,428 of 5,188 MSMEs trained with PIP/Action plans implemented	
		-	-	-	224	> 224 MSMEs successfully implemented its PIP/Action Plans (Terminal Reports)	> Scheduled for implementation by Q4 2024	> Scheduled for implementation by Q4 2024	> 45 (20%) successfully implemented PIP/Action Plans (Terminal Reports)	> 225 (100%) successfully implemented PIP/Action Plans (Terminal Reports)	> 270 (120%) successfully implemented PIP/Action Plans (Terminal Reports)	
		98%	98%	98%	98%	> 98% of the respondents rated the training services as satisfactory or better	> 100% of 1,965 respondents rated the training services as satisfactory or better	> 99% or 3,502 of 3,503 respondents rated the training services as satisfactory or better	> 100% of 1,407 respondents rated the training services as satisfactory or better	> 100% of 353 respondents rated the training services as satisfactory or better	> 99% or 7,227 of 7,228 respondents rated the training services as satisfactory or better	
2. Technical Assistance on designing productivity performance-based incentive schemes (Tier 2)		160	600	600	160	> 1,520 establishments provided with technical assistance on designing/formulation of productivity/performance-based incentive schemes	> 378 (25%) establishments provided with technical assistance on designing/formulation of productivity/performance-based incentive schemes	> 902 (59%) establishments provided with technical assistance on designing/formulation of productivity/performance-based incentive schemes	> 403 (26%) establishments provided with technical assistance on designing/formulation of productivity/performance-based incentive schemes	> 26 (17%) establishments provided with technical assistance on designing/formulation of productivity/performance-based incentive schemes	> 1,709 (112%) establishments provided with technical assistance on designing/formulation of productivity/performance-based incentive schemes	
		-	-	200	120	> 320 or at least 21% of the total number of establishments provided with technical assistance have installed/enhanced productivity/performance based incentive schemes	> Scheduled for implementation by Q3-Q4 2024	> 68 of 1,289 (5%) establishments provided with technical assistance have installed/enhanced productivity/performance-based incentive schemes	> 220 of 1,683* (13%) establishments provided with technical assistance have installed/enhanced productivity/performance based incentive schemes *Running total of establishments assisted	> 71 of 1,709* (4%) establishments provided with technical assistance have installed/enhanced productivity/performance based incentive schemes *Running total of establishments assisted	> 359 of 1,709 (21%) establishments provided with technical assistance have installed/enhanced productivity/performance-based incentive schemes	
		-	-	-	96	> 96 establishments with productivity/performance based incentive schemes documented	> 1 (1%) establishment with productivity/performance based incentive schemes documented	> 34 (35%) establishments with productivity/performance based incentive schemes documented	> 98 (102%) establishments with productivity/performance based incentive schemes documented	> 7 (7%) establishments with productivity/performance based incentive schemes documented	> 140 (146%) establishments with productivity/performance based incentive schemes documented	
3. Development of Productivity Modules												
a. Developed three (3) new modules		x	x	x	EO Dec	> Three (3) new modules developed	> Ongoing development of three (3) new modules	> Ongoing development of three (3) new modules	> Developed one (1) new module	> Developed three (3) new modules and 100% of the proposed contents were incorporated	> Developed three (3) new modules	
1) Operations Management							1) Operations Management	1) Operations Management	1) Improving Productivity through Effective Cash Flow Management	2) Improving Productivity through Effective Cash Flow Management		
2) Improving Productivity through Effective Cash Flow Management							2) Improving Productivity through Effective Cash Flow Management	2) Improving Productivity through Effective Cash Flow Management	2) Better Mental Health for Better Productivity	3) Better Mental Health for Better Productivity		
3) Better Mental Health for Better Productivity							3) Better Mental Health for Better Productivity	3) Better Mental Health for Better Productivity				
4. 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 eight (8) technical assistance in the conduct of Productivity Training Programs	> Provided ten (10) technical assistance in the conduct of Productivity Training Programs	> Provided twelve (12) technical assistance in the conduct of Productivity Training Programs	> Provided eight (8) technical assistance in the conduct of Productivity Training Programs	> Provided thirty-eight (38) technical assistance in the conduct of Productivity Training Programs	
							1) 7S of Good Housekeeping-Records Management at the NLRC Central Office (Jan 30)	1) Design Thinking - Valenzuela City (April 03)	1) Learning Session on Employee Engagement (July 30)	1) 7S of Good Housekeeping in RTWPB-NCR (Oct. 22)		
							2) Learning Session on Social Media Marketing (Jan 31)	2) Learning Session on An Approach to a Productive Career Choice (April 03)	2) Costing and Pricing in RTWPB-CAR (July 30)	2) BCRP training in RTWPB-NCR (Oct. 22)		
							3) Inventory Management in RTWPB-NCR (April 17)	3) Inventory Management in RTWPB-NCR (April 17)	3) Public Service Community Planning/BCRP Training in coordination with ILS (July 02)	3) Productivity 101 in BWC's Webinar Wednesday (Oct. 30)		
							4) Quezon Province Coconut Industry Tripartite Council and Strategic Compliance Plan (Feb 27-28)	4-5) BCRP during the BWSO DILEEP Program (April 04 & 05)	4) ILS Tabagang Trending: Work Ethics of a Productive Worker (July 17)	4) BCRP training for QC-DRRM members (Nov. 14)		
							5) Orientation of DOLE-AMP Guidelines (Mar 07)	6) Green Productivity in RTWPB-CAR (April 30)	5) Productivity 101 during the DOLE-Strategic Compliance Plan (SCP) - Sardines Industry in the Zamboanga Peninsula Region (July 11-12)	5) BCRP training for QC-DRRM members (Nov. 14)		
							6-7) Productivity Improvement Program - BWC/DOLE Regional Offices (March 13 and 20)	7) 7S of Good Housekeeping - Office of the President (May 02)	6) Social Media Marketing during the BWSO DILEEP Program (Aug 22)	6) Labor Inspectors (Nov. 29)		
							8) Design Thinking - Valenzuela City (March 19)	8) Service Quality in RTWPB-Caraga (June 14)	7) Learning Session on BCRP (Aug 29)	7) Promoting and Enhancing Productivity of Workers and Enterprises session for CPFI Summit (Nov. 9)		
								9) Orientation of DOLE-AMP Guidelines (June 20)	8) Productivity 101 during BLR LEES (Sept 17)	8) Productivity 101 in PCA Technoforum 2024		
								10) Design Thinking in RTWPB-XI (June 25)	9) Employee Engagement - BWSO DILEEP Program (Sept 18)			
									10) 7S of Good Housekeeping - BWC Learning Session (Sept 18)			
									11) Stock Control - NWPC Supply/Procurement Focal Persons (Sept 19)			
									12) 7S of Good Housekeeping - PFDA (Sept 26)			
5. 2024 National Productivity Conference (NPC)		x	x	x	EO Dec	> One (1) event conducted	> Ongoing conduct of pre-NPC activities:	> Ongoing conduct of pre-NPC activities:	> Ongoing conduct of pre-NPC activities:	> The 9th Season of the NPC was conducted on 14 October 2024 at the Crowne Plaza Manila Galleria with 15,266 participants: 264 in-person (51% male & 49% female), 442 Zoom Webinar viewers, and 14,520 viewers through FB live.	> 98.58% of 492 (in-person and online participants) rated the conference as satisfactory or better	
							- Prepared and submitted concept note & brief on Artificial Intelligence and Digitalization	- Sioneed concept note on 25 June 2024	- Sioneed concept note on 25 June 2024			
							- Prepared proposals on NPC theme loop resource speakers, topics, and venue	- Conducted initial meetings with speakers for NPC (May 06, 10, June 06, 11, and 13)	- Conducted initial meetings with speakers for NPC (May 06, 10, June 06, 11, and 13)			
							> Presented initial presentation to the PRS Directorate the draft concept note on the 2024 NPC (14 Feb 2024)	> Presented initial presentation to the PRS Directorate the draft concept note on the 2024 NPC (14 Feb 2024)				
6. Workers and Enterprise Productivity Improvement		x	EO March	-	-	> Mindanao Productivity Project Portfolio developed	> Chaired the meeting on the Project Portfolio on Productivity Initiatives for Workers and Enterprises in the Mindanao Cluster at the Occupational Safety and Health Center (Jan 29)	> RTWPBs IX, X, XI, XII, and XIII discussed with partner agencies and organizations concerned the identification of potential beneficiaries and development of specialized modules for the identified industries.	> Activities under the productivity portfolio are on schedule.	> Monitored accomplishments of regions	MINDANAO > Facilitated the development of Productivity Project Portfolios in the regions of Mindanao	
							> Prepared and provided RTWPBs from Mindanao a copy of the macroeconomic indicators for their region, as reference in crafting their portfolio (February 14)	> RTWPBs IX, X and XI executed a Memorandum of Understanding with partner agencies.	> Consolidated and reviewed the project portfolio presentation update	> Developed value chain map and analysis for the tuna industry	> Monitored and evaluated the progress of implementation across the regions of Mindanao	
							> Submitted report on Final Project Portfolio on Productivity Initiatives for Workers and Enterprises (Feb 22)	> Developed the monitoring form.	> Developed terminal report form	> Coordinated with RTWPB-IVA the development of value chain map and analysis for the coconut industry		
							> Conducted workshop and assessed submissions on Final Mindanao Productivity Project Portfolio (March 05)			> Consolidated/reviewed the implementation of project portfolios in Mindanao. The project portfolios in Luzon and Visayas are for implementation in 1st and 2nd quarter of 2025		
							> Submitted enhanced productivity project portfolio (March 20)					
		x	EO March	-	-	> Assessment for Productivity Project Portfolio in Luzon and Visayas conducted	> Submitted report on Productivity Portfolio Assessment and Project Teams (Feb 22)	> Developed the monitoring form.	> Activities under the productivity portfolio are on schedule.	> Activities under the productivity portfolio are on schedule.	LUZON AND VISAYAS > Conducted assessment for 11 Productivity Project Portfolios in Luzon and Visayas	
							> Conducted workshop and assessed submissions on Productivity Portfolio Assessment (Luzon and Visayas Cluster) (March 05)					
							> Submitted enhanced productivity project portfolio (March 20)					
							> Prepared and provided RTWPBs from Luzon and Visayas a copy of the macroeconomic indicators for their region, as reference in crafting their portfolio (January 19)					
7. Collaboration with BWC		x	x	x	x	> Attended meetings or provided comments/inputs on TAV-FE related documents, as necessary	> Conducted an interview with Supervising LEO Engr. Robert Chavez of PAPANAMARISAN DOLE Field Office in coordination with RTWPB NCR during the conduct of TAV (Feb 29)			> NWPC and BWC convened a meeting with RTWPB TAV focal persons to discuss the harmonization of accomplishment report forms, discrepancies between the TAV checklist and the TAV system, and other related matters.	> TTSO attended online in the BWC's Monitoring and Evaluation of the Labor Inspection Program.	
ORGANIZATIONAL OUTCOME 2: Fair and reasonable minimum wages in accordance with law ensured												
Wage Regulatory Program												
1. Minimum Wage Setting												
a. Tier 1												
1) Monthly TTWS regional monitoring report		3	3	3	3	> n	> 3 reports prepared	> 3 reports prepared	> 3 reports prepared	> 3 reports prepared	> 12 reports prepared	
2) Quarterly socio-economic narrative report		1	1	1	1	> Four (4) reports prepared	> 1 report prepared	> 1 report prepared	> 1 report prepared	> 1 report prepared	> 4 reports prepared	
3) Issuance of Wage Orders		As necessary	As necessary	As necessary	As necessary	> Wage order issued, as necessary	> 1 Wage Order issued WO No. RXI-22 issued on 13 February 2024	> 1 Wage Order issued WO No. NCR-25 issued on 27 June 2024	> 5 Wage Orders issued WO No. ROVII-25 issued on 06 September 2024 WO No. IVA-21 issued on 10 September 2024	> 8 Wage Orders issued WO No. RB 1-23 issued on 09 October 2024 WO No. RBVI-28 issued on 22 October 2024	> 15 Wage Orders issued (All regions except RTWPB V) (14 Wage Orders are based on the 2024-2025 Wage Determination Cycle)	

Particulars	UACS CODE	Physical Targets					Physical Accomplishments				Remarks as of 31 December 2024
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
> At least one (1) public hearing conducted if the Board issues a Wage Order, Wage Consultations, as necessary		x	x	x	x	> At least one (1) public hearing conducted if the Board issues a Wage Order, Wage Consultations, as necessary	> 0 wage consultation 1 public hearing conducted	> 3 wage consultations conducted 1 public hearing conducted	> 28 wage consultations conducted 11 public hearings conducted	> 9 wage consultations conducted 17 public hearings conducted	> RTWPB V issued a Resolution resolving to defer the minimum wage determination process in the Region due to the impact of Tropical Cyclone Kristine which left the region in a State of Calamity. It will resume the process as soon as circumstance permits or after three months from 07 November 2024 (or February 2025).
4) Percentage of number of minimum wage rates (MWRs) above poverty threshold (PT): > 100% of MWRs above the 2018 PT > 75% of MWRs above the 2021 PT		x	x	x	100%	> 100% of MWRs above the 2018 PT > 75% of MWRs above the 2021 PT	> 100% of 46 of 46 MWRs above the 2018 PT > 80.4% or 37 of 46 MWRs above the 2021 PT	> 100% of 46 of 46 MWRs above the 2018 PT > 81.6% or 40 of 49 MWRs above the 2021 PT	> 100% of 46 of 46 MWRs above the 2018 PT > 81.6% or 40 of 49 MWRs above the 2021 PT	> 100% of 46 of 46 MWRs above the 2018 PT > 95.2% or 40 of 42 MWRs above the 2021 PT	
6) Issuance of Wage Orders for Domestic Workers	As necessary	As necessary	As necessary	As necessary	> Wage order for domestic workers issued, as necessary	> 3 Wage Orders for domestic workers issued WO No. RB-IV-A-DW-04 issued on 22 January 2024 WO No. RXI-DW-03 issued on 13 February 2024 WO No. RBIII-DW-04 issued on 04 March 2024	> 1 Wage Order for domestic workers issued WO No. ROVII-DW 04 issued on 18 April 2024	> 1 Wage Order for domestic workers issued WO No. 02-DW-06 issued on 11 September 2024	> 8 Wage Orders for domestic workers issued WO No. RB-IV-A-DW-05 issued on 09 October 2024 WO No. RBVI-DW-06 issued on 22 October 2024 WO No. RBVIII-DW-05 issued on 22 October 2024 WO No. CAR-DW-06 issued on 13 November 2024 WO No. RB-MIMAROPA-DW-05 issued on 27 November 2024 WO No. RXIII-DW-05 issued on 04 December 2024 WO No. NCR-DW-05 issued on 13 December 2024 WO No. RBX-DW-05 issued on 13 December 2024	> 13 Wage Orders for domestic workers issued (9 Wage Orders are based on the 2024-2025 Wage Determination Cycle) > RTWPB XI will be conducting consultations with various stakeholders in the region, the outcomes of which will be factored in their minimum wage determination (private and domestic workers) process scheduled in January 2025. Similarly, for Region IVA, will be conducting consultations (for domestic workers) with stakeholders in the region.	
Workers					as necessary						
> At least one (1) public hearing conducted if the Board issues a Wage Order, Wage Consultations, as necessary		x	x	x	x	> At least one (1) public hearing conducted if the Board issues a Wage Order, Wage Consultations, as necessary	> 1 wage consultation 2 public hearings conducted	> 0 wage consultation 2 public hearings conducted	> 19 wage consultations conducted 2 public hearings conducted	> 5 wage consultations conducted 11 public hearings conducted	> 25 wage consultations conducted 18 public hearings conducted
7) Issuance of Wage Advisory	As necessary	As necessary	As necessary	As necessary	> Wage advisory issued, as necessary	> No wage advisory issued	> No wage advisory issued	> No wage advisory issued	> No wage advisory issued	> No wage advisory issued	> No wage advisory issued
b. Facility Evaluation (FE)	100%	100%	100%	100%	> 100% of requests with complete supporting documents acted upon within the prescribed 35-day process cycle time	> 100% of 19 requests for technical assistance on Facility Evaluation (FE) with complete supporting documents acted upon - 13 (68%) FE Orders issued - 6 pending applications still within the 35-day PCT	> 100% of 14 requests for technical assistance on Facility Evaluation (FE) with complete supporting documents acted upon - 20 (100%) FE Orders issued (including 6 pending applications from the previous quarter)	> 100% of 17 requests for technical assistance on Facility Evaluation (FE) with complete supporting documents acted upon - 11 (65%) FE Orders issued - 6 pending applications still within the 35-day PCT	> 100% of 10 requests for technical assistance on Facility Evaluation (FE) with complete supporting documents acted upon - 16 (100%) FE Orders issued (including 6 pending applications from the previous quarter)	> 100% of 60 requests for technical assistance on Facility Evaluation (FE) with complete supporting documents acted upon - 60 (100%) FE Orders issued	
c. Time and Motion Studies (TMS)	100%	100%	100%	100%	> 100% of requests with complete supporting documents acted upon within the prescribed 35-day process cycle time	> 100% of 11 requests for technical assistance on Time & Motion (TMS) with complete supporting documents acted upon - 7 (78%) orders issued - 2 pending applications still within the 35-day PCT - 2 were withdrawn	> 100% of 3 requests for technical assistance on Time & Motion (TMS) with complete supporting documents acted upon - 2 (80%) orders issued (2 pending from previous) - 1 pending application still within the 35-day PCT - 2 were withdrawn	> 100% of 11 requests for technical assistance on Time & Motion (TMS) with complete supporting documents acted upon - 8 (80%) orders issued (including 1 from previous) - 2 pending applications still within the 35-day PCT - 2 were withdrawn	> 100% of 18 requests for technical assistance on Time & Motion (TMS) with complete supporting documents acted upon - 17 (100%) orders issued - 3 were withdrawn	> 100% of 43 requests for technical assistance on Time & Motion (TMS) with complete supporting documents acted upon - 34 (100%) TMS orders issued - 9 were withdrawn	
d. D.O. 118-12 (Bus)	100%	100%	100%	100%	> 100% of requests acted within 10 days from receipt of complete supporting documents	> 100% of 53 applications/requests received for the quarter with complete documents acted upon - 49 Orders issued - 1 returned due to non-compliance - 3 awaiting RD's approval/order issuance	> 100% of 83 applications/requests received for the quarter with complete documents acted upon - 84 Orders issued (including 1 pending from previous) - 1 returned due to non-compliance - 1 awaiting RD's approval/order issuance	> 100% of 40 applications/requests received for the quarter with complete documents acted upon - 38 Orders issued (including 1 pending from previous) - 1 returned due to non-compliance - 2 awaiting RD's approval/order issuance	> 100% of 7 applications/requests with complete documents acted upon - 8 Orders issued (including 1 pending from previous) - 1 returned due to non-compliance	> 100% of 183 applications/requests with complete documents acted upon - 179 Orders issued - 4 returned due to non-compliance	
2. Wage Exemption Application											
a. Resolution on Wage Exemption Applications	98%	98%	98%	98%	> Achieved 98% disposition rate on application for exemption filed with RBs within the 45-day regulatory period	> 100% of 2 wage exemption applications disposed (Based on the 2023-2024 Wage Determination Cycle)	> No applications received for this quarter based on the 2024-2025 Wage Determination Cycle	> 100% of 7 wage exemption applications disposed	> 100% of 4 wage exemption applications disposed	> 100% of 13 wage exemption applications disposed	
b. Report on Status of Wage Exemption Applications submitted to NCMB	3	3	3	3	> 12 reports every year, submitted every end of the month	> 3 reports submitted to NCMB Q1: Jan 30, Feb 27, and Mar 26	> 3 reports submitted to NCMB Q2: Apr 29, May 29, and June 25	> 3 reports submitted to NCMB Q3: July 29, August 30, and October 01	> 3 reports submitted to NCMB Q4: October 30, November 28, and December 27	> 12 reports submitted to NCMB	
3. Appeals on Wage Orders and Wage Exemption Applications	98%	98%	98%	98%	> Achieved 98% disposition rate on appeal on wage orders and exemption cases within the 60-day	> No wage appeals received for this quarter	> No wage appeals received for this quarter	> 33% disposition rate (1 of 3 appeals on wage order was disposed)	> 100% disposition rate (3 of 3 appeals on wage order was disposed)	> 100% disposition rate (3 of 3 appeals on wage order was disposed)	
4. Advocacy and Information Services											
a. Tamang Kaalaman sa Kita at Kakayanan	80,000	120,000	120,000	80,000	> 400,000 clients reached thru advocacy services	> 171,331 (43%) clients reached thru advocacy services - 3,648 public information assistance - 36,240 IEC materials - 9,651 wage clinics/seminar/public fora - 121,794 mass media Note: Updated based on NWPC Office Order No. 18, Series of 2024 - Clarificatory Advisory on the Submission of T3K Report dated 04 July 2024	> 143,212 (36%) clients reached thru advocacy services - 3,189 public information assistance - 39,716 IEC materials - 10,248 wage clinics/seminar/public fora - 90,079 mass media Note: Updated based on NWPC Office Order No. 18, Series of 2024 - Clarificatory Advisory on the Submission of T3K Report dated 04 July 2024	> 179,652 (45%) clients reached thru advocacy services - 6,761 public information assistance - 54,090 IEC materials - 7,009 wage clinics/seminar/public fora - 111,792 mass media Note: Updated based on NWPC Office Order No. 18, Series of 2024 - Clarificatory Advisory on the Submission of T3K Report dated 04 July 2024	> 154,361 (38%) clients reached thru advocacy services - 4,867 public information assistance - 32,445 IEC materials - 4,689 wage clinics/seminar/public fora - 112,360 mass media Note: Updated based on NWPC Office Order No. 18, Series of 2024 - Clarificatory Advisory on the Submission of T3K Report dated 04 July 2024	> 648,556 (162%) clients reached thru advocacy services - 18,443 public information assistance - 162,491 IEC materials - 31,597 wage clinics/seminar/public fora - 436,025 mass media Note: Updated based on NWPC Office Order No. 18, Series of 2024 - Clarificatory Advisory on the Submission of T3K Report dated 04 July 2024	
b. Usapang 2Ps 4.0	6	10	10	6	> Thirty-two (32) Usapang 2Ps 4.0 conducted benefiting 2,114 firms with 2,510 participants	> 36 Usapang 2Ps 4.0 conducted benefiting 2,114 firms with 2,510 participants	> 41 Usapang 2Ps 4.0 conducted benefiting 1,959 firms with 2,005 participants	> 18 Usapang 2Ps 4.0 conducted benefiting 1,299 firms with 2,034 participants	> 15 Usapang 2Ps 4.0 conducted benefiting 847 firms with 7,273 participants	> 110 Usapang 2Ps 4.0 conducted benefiting 6,219 firms with 7,273 participants	
c. Digital Platforms	x	x	x	x	> 1.8M clients reached thru digital platforms (Accumulated FB reach)	> 1.8M clients reached thru digital platforms (Accumulated FB reach)	> 1.1M clients reached thru digital platforms (Accumulated FB reach)	> 1.1M clients reached thru digital platforms (Accumulated FB reach)	> 300K clients reached thru digital platforms (Accumulated FB reach)	> 4.3M clients reached thru digital platforms (Accumulated FB reach)	
	98%	98%	98%	98%	> 98% of respondents rated the frontline services as satisfactory or better	> 100% of 731 respondents rated the frontline services as satisfactory or better with a response rate of 96% (731 out of 763)	> 100% of 514 respondents rated the frontline services as satisfactory or better with a response rate of 99% (514 out of 519)	> 100% of 603 respondents rated the frontline services as satisfactory or better with a response rate of 95% (603 out of 633)	> 100% of 571 respondents rated the frontline services as satisfactory or better with a response rate of 97% (571 out of 589)	> 100% of 2,419 respondents rated the frontline services as satisfactory or better with a response rate of 97% (2,419 out of 2,504)	
5. Learning Sessions	3	3	3	3	> 12 Learning Sessions on wages, productivity, and labor market-related topics/concerns conducted	> Conducted four (4) Learning Sessions 1) Social Media Marketing (Jan 31) 2) General Labor Standards (Feb 15) 3) Correcting Wage Distortion (Feb 28) 4) Promoting Gender Equality and Safe Spaces in the Workplace (March 14)	> Conducted five (5) Learning Sessions 1) Correcting Wage Distortions (Apr 03) 2) Handling Administrative Cases (Apr 25) 3) Post-Employment and other related concerns (May 21) 4) Productive Senior Citizen: Priority Rights and Privileges (May 29) 5) The Role of Mental Health in Productivity and Worker's Engagement (June 19) 6) General Labor Standards/DOLE Related Issuances (June 25)	> Conducted five (5) Learning Sessions 1) Correcting Wage Distortions (July 23) 2) Promoting Productivity with Employee Engagement (July 30) 3) Correcting Wage Distortions (Aug 15) 4) Business Resiliency and Continuity Planning (Aug 29) 5) Emergency Preparedness in the Workplace (Sept 18)	> Conducted three (3) Learning Sessions 1) DO 174, Series of 2017: Guidelines on Contracting and Sub-Contracting (Oct 09) 2) Green Productivity (Oct 30) 3) Handling Administrative Cases (Nov 20)	> Conducted eighteen (18) Learning Sessions	
	100%	100%	100%	100%	> 100% of clients who accomplished the CSM evaluation form rated learning sessions as satisfactory or better with at least 80% of clients accomplished the CSM evaluation form	> 100% of 1,654 respondents rated the learning sessions as satisfactory or better with a response rate of 100%	> 100% of 464 respondents rated the learning sessions as satisfactory or better with a response rate of 100%	> 100% of 935 respondents rated the learning sessions as satisfactory or better with a response rate of 100%	> 100% of 222 respondents rated the learning sessions as satisfactory or better with a response rate of 100%	> 100% of 3,274 respondents rated the learning sessions as satisfactory or better with a response rate of 100%	
6. Research studies, technical papers/reports on wages and productivity as bases for sound policy formulation/recommendation											
a. Review and Analysis of Regional Minimum Wage Structures	x	x	x	x	> Report submitted (WPRD)	> Prepared concept note and budget requirements > Initial draft prepared	> Reviewed, presented, revised, and submitted the paper with enhancements to the recommendations of the study. Instructions from the Commission have also been integrated into the document.	> Presented the results and recommendation of the study to RTWPBs III, VII, X, and IV-A		> Completed as of August 2024 > Prepared Resolution No. 04, Series of 2024 re Resolution Enjoining the Regional Tripartite Wages and Productivity Boards to Observe Regular Review of Wage Classifications to Ensure Consistency with Socio-Economic Demographics; Conducted several meetings with Regional Boards of III, IV-A, VII, and X to discuss the result of the review (3rd Quarter of 2024) (RB III-July 23, RB VII-Aug 05 X-Aug 06 and IV-A-Aug 28)	
b. Updating of the Family Living Wage Framework <i>Note: To be conducted by a third-party expert</i>	x	x	x	x	> Report submitted (WPRD)	> Attended meeting with consultant, Dr. Michael Abzoo (March 22) > Prepared and submitted the following: - Initial FIES data supplied to the consultant - Ongoing preparation of the contract for consultancy services	> Prepared the documents for the engagement of the consultant (Job Request, Terms of Reference, and Justification Letter)	> Prepared/Updated the Terms of Reference and contract of services	> Continuing initiative - on-going engagement with Consultant > Prepared Comparative Analysis of the estimates submitted by the Consultant > Met the consultant for the presentation of estimates submitted	> Continuing initiative - on-going engagement with Consultant	
c. Benchmarking of Singapore's Progressive Wage Model	x	x	x	x	> Report submitted (WPRD)	> Drafted list of possible respondents on the conduct of local group discussion > Developed FGD questions > Continuously coordinated with BLR for the updated directory of construction industry RTIPC > Attended NWPC-TESDA Exploratory Meeting and prepared action points > Evaluated TESDA's Payscale Study in TVET related Qualifications > Prepared matrix of occupations with corresponding TR & Skills in the construction industry	> Drafted letter for stakeholders requesting for inputs/data for the proposed career progression in the construction industry > Edited template questionnaire > Checked/reviewed members of CITC > Coordinated with TESDA on Training Regulations > Presented the initial results/findings of the study during the Commission Meeting in Baguio City	> Coordinated with PCA and TESDA re comments of template questionnaire > Edited template questionnaire > Presented the survey questionnaire to the Commissioners > Emailed template questionnaire to respondents (Management, Labor, CITCs)	> Continuing initiative > Developed Survey Questionnaire and Fielded it to identified respondents (construction industry players) > Analyzed the results of the survey > Prepared and submitted report based on the results of the survey	> Continuing initiative > Processed, analyzed survey results and prepared report	
d. Amendment of RA 6971 on the Productivity Incentives Act <i>Note: The amendment of RA 6971 relies on the decisions from the legislatures.</i>	x	x	x	x	> Position papers submitted upon request (PPRD)	> Prepared and submitted the following: - latest draft on RA 6971 amendments (SBN 1333) - technical note on appropriation/provision options, including the source of initial funds through DOLE LIES and AMF - technical note on feasible budget sources for the implementation of SBN 1333	> Provided clean matrix of the appropriations clause proposals for the SBN 1333 based on the finalized and most recent technical notes	> Provided a copy to DLO on NWPC's submission on the proposal on the appropriation for SBN 1333 > Provide a letter for the Senate Committee on Labor, Employment and Human Resources endorsing the proposed appropriations provision for Senate Bill No. 1333	> Continuing coordination with the the Senate Committee on Labor, Employment, and Human Resource Development and Department Legislative Liaison Office on the finalization of the appropriations clause	> In the second half of the year, a leadership transition occurred in the Senate Committee on Labor, Employment, and Human Resource Development, resulting to the bill remaining in pending status.	
e. Review of the criteria and mechanics of the Productivity Olympics (PO)	x	x	x	EO Dec	> Manual submitted (PPRD)	> Ongoing conduct of review and research > Prepared and submitted the following: - Concept note on the review of CMG - Memo: Response to Board Resolution No. 032-2023 of RB-VIII, Regions on the evaluation results of the 2023 PO entries, Response to RB-IVB	> Signed memo on 25 June 2024 > Prepared and submitted the following: - Memo: Response to Board Resolution No. 032-2023 of RB-VIII, Regions on the evaluation results of the 2023 PO entries, Response to RB-IVB	> Approved during the Commission Meeting on Sept 13 (with for improvement based on members input)	> Approved the cash prizes and timeline during the Commission meeting on Dec 5, 2024 > Conducted orientation for RTWPBs on the 2025 PO - CMG on Dec 16, 2024 > Prepared draft 2025 PO CMG Guidebook and related forms (On-point)		

Particulars	UACS CODE	Physical Targets					Physical Accomplishments				Remarks as of 31 December 2024	
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
7. Commission Meeting		x	-	-	-	> Calendered agenda items (RALD)	> Office Order on TWG for the Review of Criteria, Mechanics and Guidelines > Draft guidebook and Comparative Matrix of CMG > Held three (3) Commission Meetings with the following agenda items: 1) 31 January 2024 Commission Meeting - Wage Order No. RB-IVA-DW-04; and - Competency-based Wage Schemes for Domestic Workers - Results of the 2021-2022 Rider Module to ISLE on Enterprise Productivity (PIPGS and WFH) 2) 16 February 2024 Commission Meeting - Wage Order No. RB XI-22; - Wage Order No. RB XI-DW-03; and - Results of the 2022 Annual Establishment Report on Wages. 3) 12 March 2024 Commission Meeting - Wage Order No. RBIII-DW-04 - Resolution on RTWPB VIII's office space transfer	> Held four (4) Commission Meetings with the following agenda items: 1) 22 April 2024 Commission Meeting - Wage Order No. ROVII-DW-04; - Updates on the 2023 Annual Establishment Report on Wages Online System - Position Paper of the General Santos City Chamber of Commerce and Industry, Inc. on the Proposed P100 Legislated Wage Hike 2) 05 May 2024 Commission Meeting - Approval of Wage Orders - NWPC Resolution No. 02, Series of 2024 Directing the Regional Tripartite Wages and Productivity Boards to Commence Timely Review of Minimum Wages 3) 23 May 2024 Commission Meeting - Review of the Omnibus Rules on Minimum Wage Determination to maintain a regular and predictable schedule of wage review, issuance, and effectivity. - Resolution Urging the RTWPBs to Observe Regular Review of Wage Classifications to Ensure Consistency with Socio-Economic Demographics and Update on the Research "Benchmarking of Singapore's Progressive Wage Model" - Updates on the following: a) Public Hearing on National Minimum Wage Bills at the House of Representatives; b) Actions Taken on the Instruction of the President regarding Minimum Wage Review Process; and c) New Appointments and Current Status of Sectoral Representatives 4) 28 June 2024 Commission Meeting - Wage Order No. NCR-25	> Held three (3) Commission Meetings with the following agenda items: 1) 09 August 2024 Commission Meeting - Resolution of Appeal from Wage Order No. NCR-25 - Directive to RTWPBs VI and VII re Wage Determination for Negros Island Region - Proposal for Additional Office Space of RTWPB-CARAGA amending Resolution No. 03, Series of 2023 - Resolution from the Regional Micro, Small, and Medium Enterprises Development Council IX Regarding the Proposed P100 Minimum Wage Hike 2) 13 September 2024 Commission Meeting - Wage Order No. IVA-21 - Wage Order No. ROVII-25 - 2023 Productivity Olympics - Criteria, Mechanics, Guidelines and Scoring Guide - Request of Intercultural Broadcasting Corporation (IBC-13) for Clarification on the Applicability of Wage Order No. NCR-25 to its Employees and Guidance with the Implementation of the Voluntary Arbitrator's Decisions - Wage Order No. BARMM-DW-01 - Update on the case before the Court of Appeals filed by the Bohol Island of Commerce and Industry (BCCI), against the NWPC and RTWPB-VII 3) 25 September 2024 Commission Meeting - Wage Order No. RTWPB 2-23 - Wage Order No. 02-DW-06 - Wage Order No. RBIII-25 - Wage Order No. RB XII-24	> Held seven (7) Commission Meetings with the following agenda items: 1) 16 October 2024 Commission Meeting - Wage Order No. RB 1-23 - Wage Order No. RB 1-DW-05 2) 28 October 2024 Commission Meeting - Wage Order No. RBVI-25 - Wage Order No. RBVI-DW-06 3) 13 November 2024 Commission Meeting - Wage Order No. RB VIII-24 - Wage Order No. RBVII-DW-05 - Draft Resolution of Appeal from Wage Order No. IVA-21 - RTWPB-V Resolution No. 001, Series of 2024, entitled "Resolution Determining the Wage Determination Process for Private Sector Workers and Kasambahay due to the Destructive Impact of Tropical Storm Kristine in Bicol Region" - RTWPB-NCR Tentative Minimum Wage Determination for Domestic Workers 4) 22 November 2024 Commission Meeting - Wage Order No. RIX-23 - Draft Resolution of Appeal from Wage Order No. IVA-21 5) 05 December 2024 Commission Meeting - RTWPB-CAR Board Resolution No. 02, Series of 2024, entitled "Recommending the Affirmation and Implementation of Wage Order No. CAR-23 and Wage Order No. CAR-DW-06" - Wage Order No. CAR-23 - Wage Order No. CAR-DW-06 - Wage Order No. RB-MMAROPA-12 - Wage Order No. RB-MMAROPA-DW-05 - NWPC Resolution No. 07, Series of 2024 approving the cash awards and honoraria for the 2025 Productivity Olympics 6) 13 December 2024 Commission Meeting - Wage Order No. RB XIII-19 - Wage Order No. RB XIII-DW-05 - Clarification on the Streamlining of Exemptible Categories in the Omnibus Rules on Minimum Wage Determination 7) 18 December 2024 Commission Meeting - Wage Order No. RBX-23 - Wage Order No. RBX-DW-05 - Wage Order No. NCR-DW-05	> Seventeen (17) Commission Meetings	
FINANCIAL MANAGEMENT												
1. Workshop on Financial Management		x	-	-	-	> Workshop conducted	> CY 2023 Financial Reports Preparation and Workshop at the Ramada Hotel Manila (Jan 15-19, 2024)		> Mid-year Financial Performance Assessment via Zoom (August 14-16, 2024)			
2. Allotment Utilization		15%	50%	85%	100%	> 100% fund utilization	> 28% allotment utilized as of March 2024 - PS: 21% - MOOE: 35% - CO: 00%	> 51.55% allotment utilized as of June 2024 - PS: 49.50% - MOOE: 56.05% - CO: 00%	> 72.15% allotment utilized as of September 2024 - PS: 73.55% - MOOE: 70.36% - CO: 00%	> 98.73% allotment utilized as of December 2024 - PS: 99.91% - MOOE: 96.07% - CO: 100%		
3. Cash Utilization		100%	100%	100%	100%	> 100% cash utilization	> 100% cash utilization	> 99.79% cash utilization	> 97.14% cash utilization	> 97.96% cash utilization		
5. BFAR		1	1	1	1	> 4 quarterly reports submitted to DBM	> Q4-2023 BFAR submitted on 31 January 2024 > For finalization of Q1-2024 BFAR	> Q1-2024 BFAR submitted on 25 April 2024 > For finalization of Q2-2024 BFAR	> Q2-2024 BFAR submitted on 11 July 2024 > For finalization of Q3-2024 BFAR	> Q3-2024 BFAR submitted on 30 October 2024 > For finalization of Q4-2024 BFAR		
INSTITUTIONAL SUPPORT												
1. Gender and Development (GAD) Plan		x	x	x	x	> GAD programs and projects implemented/ conducted	> Conducted a meeting on the status of 2024 GAD commitments via Zoom (March 22)	> The following milestones on GAD have been completed: - Continuous updating of SDD on Sectoral Representatives across 16 RTWPBs (c/o RALD); - Revised 8 ISO forms on training availed to incorporate SDD (c/o TTSD); and - Continuous implementation of 3 internal policies utilizing gender lens regarding procurement monitoring, equal opportunity on employment, and uniform guidelines (c/o AD)	> Attended Orientation and Capacity Building Activities about the DOLE Integrated Livelihood Program (DILP), Gender and Development, and Assessment Exercise on RA 10361 (or Batas Kasambahay) Implementation at the Ramada Manila (Sept 04-05)	> The following milestones on GAD have been completed: - SDD and age profiling was applied to the recruitment data of NWPC and RTWPB employees as of end of CY 2024 as follows: > 117 out of 60% are female while 78 or 40% are male plantilla position holders > 111 out of 57% of the permanent position holders are considered Millennials, ranging from 26 to 40 y.o - The GAD Corner in NWPC's website was updated to include the info, advocacies, activities, female quotes, online GAD resources, GAD trainings availed, and the new GFPS body for CY 2024. - Garnered 118% and 116% training achievement for basic and advanced GAD training initiatives availed by CO-RB pax	> PID designed an online GAD Implementation Tracker based on the 2024 GAD Plan and Budget that is updated monthly by the TWG Members of the newly formulated GFPS since April 19, 2024	
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	> For finalization of the 1st Quarter QMS Progress Report > Passed the 2nd Surveillance Audit by the TUV Rheinland (March 19-21)	> For finalization of the 1st and 2nd Quarters QMS Progress Report	> Submitted the 1st and 2nd Quarters QMS Progress Report to DOLE-FMS on 10 July 2024	> Submitted 3rd Quarter QMS Progress Report to DOLE-FMS on 17 October 2024	> Submitted 4th Quarter QMS Progress Report to DOLE-FMS on 07 January 2025	
2. Planning and Management Information System a. CorPlan/MYPAYEPA		1	x	1	1	> CorPlan/MYPAYEPA conducted	> Conducted the following planning exercises: 1) 2023 NWPC Year-End Performance Assessment at the NWPC Conference Room (January 11) 2) Planning Workshop at the Smallville21 Hotel in Iloilo City (March 05) 3) 2024 NWPC-RTWPB Planning Exercise at the Park Inn Radisson Hotel in Iloilo City (March 06 I AM) 4) Consultation Meeting with the RTWPB Board Secretaries at the Park Inn Radisson Hotel in Iloilo City (March 06 I PM) > Participated in the 2024 LRPIA Cluster Planning Exercise at the Summit Ridge Tagaytay (January 16-17)	> Created monitoring form templates in preparation for the Mid-Year Performance Assessment	> Conducted the following planning activities: 1) Directorate Meeting on Pre MYPAYEPA at the NWPC Meeting Room B (July 15) 2) Directorate Meeting on Post MYPAYEPA at the NWPC Meeting Room B (July 22) 3) Consultation Meeting with the RTWPB Board Secretaries via Zoom (July 26) > Participated in the following planning activities: 1) LRPIA Cluster MYPAYEPA and Re-Planning Exercise at the Landbank Plaza, Malate, Manila (July 18-19) 2) RCC MYPAYEPA and Re-Planning Exercise at the OSHC, Quezon City (July 29-30) 3) DOLE-Wide MYPAYEPA and Re-Planning Exercise (August 01-02)	> Created monitoring form templates in preparation for the Year-End Performance Assessment		
b. Implementation of the 2023 NWPC ISSP		x	x	x	x	> Procurement recommendation and bidding docs prepared	> Continuously monitoring the renewal process for all online subscriptions	> Continuously monitoring the renewal process for all online subscriptions	> Renewed the following online subscriptions: Canva for PID (Aug 04) Ervalo (Sept 02) Mentimeter (Sept 23) ManyChats (Sept 29)	> Renewed the following online subscriptions: Grammarly (Oct 10) Canva for PRS (Nov 20) > Ongoing procurement of the following online subscriptions: 2 accounts of Zoom (Nov 2024) 225 accounts of Office 365 (Dec 2024) Groomo (Dec 2024) > For monitoring and renewal of the following online subscriptions: Canva for TTSD (until 23 Jan 2025)		
c. Development of 2024-2026 ISSP							> Participated in the Workshop on the DOLE Digital Roadmap 2026-2028 at the Sequoia Hotel, Paranaque City (March 18-19) > Submitted post-meeting report on the workshop (March 26)	> Included the following applications in the 2024-2026 ISSP: 1) AERW-Hosting and SMTP 2) E-Prod Hosting				
3. Administrative Services a. Staff Development Program 1) In-house capacity-building events: - Organized at the CO-level		x	x	x	x		> 2 internal L&Ds organized 1) CY 2023 Financial Reports Preparation Workshop (January 16-18, 2024) 2) Fire Prevention and Safety Consciousness Lecture Seminar (March 7, 2024)	> 2 internal L&Ds organized 1) Functions of the GAD Focal Point System / GAD Planning and Budget (May 15, 2024) 2) Capacity Development on Leveraging Organizational Department Toward Digitalization (June 26-27, 2024)	> 2 internal L&Ds organized 1) Webinar Series on Cybersecurity / Vulnerability Assessment & Risk Management Incident Handling (August 9, 16 & 22, 2024) 2) Training/Workshop on Stock Control (September 19, 2024)	> 1 internal L&D organized 1) Living Wage Concept Webinar (November 7)		
- Conducted at the RB-level		x	x	x	x		> 2 internal L&Ds conducted 1) Run-thru of Improving Productivity through Social Media and Service Quality and Building Customer Advocacy (January 30, 2024)	> 2 internal L&Ds conducted 1) Orientation on Basic Withholding of Taxes (May 31, 2024) 2) Learning Session on Labor Laws and Standards Relative to Wages and Productivity (June 20, 2024)	> 2 internal L&Ds conducted 1) Greener Productivity Towards Greener Industrialization (September 24, 2024) 2) Improving Productivity through Effective Cash Flow Management (Aug. 15 & Sept. 18, 2024)	> 2 internal L&D organized 1) Run-through on Upgraded 7S of Good Housekeeping (December 4, 2024) 2) Run-through on Better Mental Health for Better Productivity (December 17, 2024)		
b. Recruitment, Selection, and Placement		x	x	x	x	> Selection and Placement process conducted	> Personnel movement - Newly hired: CO-5 RB-4 - Promoted: CO-1 RB-1 - Separation/Retirement: CO-4 RB-4	> Personnel movement - Newly hired: CO-2 RB-4 - Promoted: CO-1 RB-2 - Separation/Retirement: CO-2 RB-3	> Personnel movement - Newly hired: CO-1 RB-5 - Promoted: CO-4 RB-5 - Separation/Retirement: CO-2 RB-4	> Personnel movement - Newly hired: CO-3 RB-6 - Promoted: CO-2 RB-4 - Separation/Retirement: CO-0 RB-3	> Personnel movement - Newly hired: CO-11 RB-19 - Promoted: CO-8 RB-12 - Separation/Retirement: CO-8 RB-14	
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