

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

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

I, **MARIA CRISELDA R. SY**, Executive Director of the **NATIONAL WAGES AND PRODUCTIVITY COMMISSION**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December 2017

RATING SCALE

4 – Outstanding	- Meeting the success indicators
3 – Very Satisfactory	- 90% to 99% of the success indicators
2 – Satisfactory	- 80% to 89% of the success indicators
1 – Unsatisfactory	- 79% or below the success indicators

MFO (1)	Success Indicators (Targets + Measures) (2)	Allotted Budget (3)	Division/ Individuals Accountable (4)	Actual Accomplishments (5)	Rating (6)	Remarks (for Validation Purposes) (7)
CORE INDICATORS						
MFO 1. Technical Advisory Services		Php 24,924				
1. Productivity Toolbox (ISTIV Plus [SIB], ISTIV Bayanihan, Service Quality for H&R Industry, 5S, Green Productivity, Productivity 101 and other orientations) to improve workers' capacity and enterprise competitiveness	<p>➤ 282,000 productivity advisory assignments undertaken</p> <p>a) Benefitted workers in 12,000 MSMEs through orientation and training programs by end of 2017</p> <ul style="list-style-type: none"> • 7,680 MSMEs oriented • 3,520 MSMEs trained <ul style="list-style-type: none"> ✓ 320 MSMEs trained under the existing convergence program with DLEEP ✓ 100% of requests under the LMC convergence program attended ✓ 3,520 PIPs/ action plans developed and monitored ✓ 50 % of MSMEs trained with PIPs/Action Plans implemented ✓ 160 PIPs /action plans documented 		RTWPBs, TTSD			NCMB as program manager has yet to convene a meeting to discuss targets. Arrangement is per request attended

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	<ul style="list-style-type: none"> • 800 MSMES provided with technical assistance on designing/formulation of productivity/ performance based incentives schemes ✓ 10% of MSMEs assisted with productivity-based pay incentive schemes installed ✓ 80 productivity/performance-based incentives schemes documented <p>➤ Provided productivity training and technical assistance to workers affected by "endo" who availed of livelihood assistance</p>		RTWPBs, WPRD			
2. Development, production and dissemination of IEC materials	<p>b) 270,000 clients reached thru advocacy and information services (dissemination of IEC materials, press releases, media interviews, phone-in/written queries) and technical services (legal advice, review of compensation schemes, wage clinique, and related topics)</p> <ul style="list-style-type: none"> • Public information assistance provided to clients • IEC materials developed and disseminated • Wage Clinique/Seminars/Learning Sessions • Mass media campaigns 		RTWPBs, PID, PRS			
➤ Client Satisfaction Rating	<p>➤ 100% of clients who accomplished the CSM evaluation form rate technical services as satisfactory or better</p> <p>a) Training</p> <p>b) Information and Technical Assistance</p> <p>➤ 100% of requests for legal advice acted upon</p>		RTWPBs, TTSD RTWPBs, PID			

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	within 5 days from receipt of request		RALD			
3. Module Development	<ul style="list-style-type: none"> ➤ 4 Modules developed/upgraded <ul style="list-style-type: none"> ✓ Innovation (session) ✓ Lean Manufacturing ✓ Green Productivity ✓ 5S 		TTSD			
4. e-Learning Modules	<ul style="list-style-type: none"> ➤ 3 e-learning modules developed/upgraded: <ul style="list-style-type: none"> ✓ Bookkeeping ✓ Stock Control ✓ 3Rs ++ 		TTSD			
5. Capacity Building	<ul style="list-style-type: none"> ➤ Capacity Building on Gainsharing Schemes ➤ Trainer's Training on Fundamentals of Training Methods 		TTSD			
6. Wage and Productivity Caravan	<ul style="list-style-type: none"> ➤ Wage and Productivity caravans conducted in 16 regions 		TS, PRS and RTWPBs			
7. National Productivity Olympics (NPO)	<ul style="list-style-type: none"> ➤ 2017 PO Criteria and Mechanics reviewed ➤ Regional winners screened ➤ National screening and judging process conducted with the list of national nominees and winners finalized, respectively ➤ NPO awarding ceremonies conducted 		PPRD / RBs/PO Committees			
8. Learning Sessions	<ul style="list-style-type: none"> ➤ Monthly (12) learning sessions on wages, productivity and labor market-related topics/concerns conducted 	Self-funded project	PID	✓		
9. E-Productivity Toolbox Information System	<ul style="list-style-type: none"> ➤ Productivity Toolbox IS developed/implemented 		PID, TTSD, PRS, TWPBs			

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MFO 2. Wage Regulation Services		Php24,397				
1. Two-Tiered Wage System (TTWS)						
➤ Tier 1	<ul style="list-style-type: none"> ➤ 12 TTWS monthly regional monitoring reports submitted and consolidated /evaluated quarterly ➤ 32 public hearings/consultations conducted, as necessary ➤ Wage Orders /Implementing Rules issued in accordance with the TTWS guidelines, as necessary <ul style="list-style-type: none"> - Action plan to simplify minimum wage structures and close the gap between the 2015 poverty threshold and minimum wage rates by 2022,implemented 		RTWPBs in coordination with WPRD and RALD			
• TMS/FE	➤ 100% of requests for technical assistance on Facility Evaluation (FE) and Time & Motion Studies (TMS) (Work Improvement and Measurement Study)with complete supporting documents acted upon within the prescribed process cycle time		RTWPBs			
➤ TIER 2	➤ Wage Advisory for KEGs issued, as necessary		RTWPBs in coordination with WPRD and RALD			
➤ Minimum Wage for Domestic Workers	➤ Wage Order/IR issued, as necessary		RTWPBs in coordination with WPRD and RALD			

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2. Resolution of Exemption Cases ➤ Application for Exemption Case	➤ Achieved 100% disposition rate on application for exemption filed with RBs within the 45 -day reglementary period		RTWPBs			
➤ Appeals on Wage Orders (WO) and Exemption Cases	➤ Achieved 100% disposition rate on appeal on Wage Orders (WO) and Exemption within the 60-day reglementary period upon receipt of the appeal from the RTWPBs ➤ Achieved 100% of appealed wage case and related decisions affirmed by a higher authority		RALD			
	➤ Submitted monthly report on status of exemption cases to NCMB		RALD			
3. Research studies/technical papers/reports on wages and productivity as bases for sound policy formulation/ recommendation	➤ Conducted/completed the following research studies/technical papers/reports on wages and productivity: <ul style="list-style-type: none"> ○ Setting Standards for Various Industries using Results from Time and Motion Studies ○ Analysis of the PSA Survey Results on PIPs and Gainsharing Practices ○ Impact Assessment of the Productivity Olympics on Selected Winning MSMEs 2009-2015 ○ Empirical Framework Study for Domestic Workers 		WPRD PPRD PPRD, RTWPBs WPRD			
	➤ Comments/position/technical papers on legislative bills/news articles/policy reforms on wages, incomes and productivity, as requested/required		PRS			

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4. Capacity Building	➤ Training on Wage and Wage Related Statistics		WPRD			
NON-CORE INDICATORS		Php 3,515				
1. Communication Program	<ul style="list-style-type: none"> ➤ Submitted a copy of agency's approved ComPlan to IPS for major programs/activities covering the period January to December 2017 by 31 March 2017 ➤ Submitted to IPS at least three (3) good news by the end of the month ➤ Disseminated three (3) press releases every month for national media 		PID, RTWPBs, Directorate PID PID, RTWPBs			
	<ul style="list-style-type: none"> ➤ Attended to 100% of request for TV appearance/radio guesting ➤ Conducted at least six (6) press briefings in a year ➤ Submitted to IPS at least 1 AVP on success stories of programs on or before 30 October 2017 		Directorate, PID, RTWPBs PID, RTWPBs PID			
2. Statistical Performance Reporting System (SPRS)	<ul style="list-style-type: none"> ➤ Submitted to PS the SPRS monthly report through DPX every 7th calendar day of the following month, starting March 2017 accomplishments ➤ Submitted to PS the validated SPRS monthly reports of ROs through DPX every 10th of the following month starting March 2017 ➤ Submitted to PS the consolidated SPRS monthly reports of ROs through DPX every 12th calendar day of the following month starting March 2017 accomplishments 		PID PID PID			
3. Performance Assessment	➤ Submitted to PS the 2017 Quarterly PAR on		PID			

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10. Financial Accountability of Selected Accounts	➤ Liquidated/settled cash advances within the prescribed period and submitted the following accounts to IAS every 10 th day of the month following the reference quarter: (1) Advances to Officers and Employees (2) Advances for Operating Expenses (if applicable) (3) Advances to Special Disbursing Officers (if applicable) (4) Advances for Payroll		FMD in coordination with all Divisions			
11. Audit Opinion	➤ Received qualified audit opinion		FMD/All Divisions/RBs			
12. Streamlining of Key Frontline Processes/ Accomplishments of DOLE-CO, ROS, POLOs and Attached Agencies	➤ Submitted accomplishment report in the delivery of the Key Frontline Services within 72 hours – at the end of the month		PID			
13. Human Resource Development Interventions a. Recruitment and Selection	➤ Submitted to HRDS report on filling –up of vacancies and validate/invalidated appointments five (5) days after the reference quarter ➤ Submitted to HRDS quarterly status report on CSC PRIME HR on the following schedule: <ul style="list-style-type: none"> • 1st Qtr.: 07 April 2017 • 2nd Qtr.: 07 July 2017 • 3rd Qtr.: 06 October 2017 • Oct to Nov: 07 December 2017 		AD			

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b. Capacity Building of Staff	<p>➤ Submitted to HRDS semestral plan of training and similar activities involving Regional Office personnel participation :</p> <ul style="list-style-type: none"> • 1st Semester : 15th February 2017 • 2nd Semester: 15th June 2017 		AD			
	<p>➤ Trained/provided training opportunities to 80% of staff by end of the year and submitted quarterly report to HRDS on the trainings (grouped into : prescribed(60%) and optional trainings) (20%) attended by staff within five (5) days after the reference quarter</p>		AD			
	<p>➤ Submitted to HRDS monitoring/progress report on the interventions provided to Management Succession Program (MSP) beneficiaries five (5) days after the reference quarter</p>		AD			
14. Green our DOLE Program (GODP)	<p>➤ 100% accomplishment of GODP Plan 2017 containing activities that contribute to cost efficiency</p>		AD			
15. Transparency Seal Compliance	<p>➤ 100% compliance with Transparency Seal requirements in accordance with 2017 General Appropriations Act (GAA), IATF Memorandum Circular 2015-1, and other Joint Circulars and Memorandum Circulars that may be issued by the agencies in authority:</p> <p>GAA 2017</p> <p>1) Agency's mandates and functions, names of its officials with their position and designation and contact information</p>		PID			
	<p>2) Approved budgets and corresponding targets immediately upon approval of 2017 GAA</p>		FMD			

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	3) Modification made pursuant to the general and special provisions in GAA 2017 4) Annual Procurement plan/s and contracts awarded with the winning supplier, contractor or consultant 5) Major programs and projects categorized in accordance with the five key results areas under E.O. No. 43, s. 2011 and their target beneficiaries 6) Status of implementation, evaluation and/or assessment reports of said programs or projects		FMD AD PID PID			
	7) Budget and Financial Accountability Reports pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014 8) Annual Reports on the status of income authorized by law to be retained and/or used and be deposited outside of the National Treasury, which shall include the legal basis for its retention and/or use, the beginning balance, income collected and its sources, expenditures, and ending balance for the preceding fiscal year		FMD FMD			
	IATF MC 2015-1 dated 12 August 2015 9) System of Ranking Delivery Units and Individuals 9) Quality Management System Certified by international certifying body or Agency Operations Manual		AD QMS Committee			

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Approved by:

COMMENTS/OBSERVATIONS:


SILVESTRE H. BELLO III
Secretary

Date