



DEPARTMENT OF LABOR AND EMPLOYMENT
NATIONAL WAGES AND PRODUCTIVITY COMMISSION
Regional Tripartite Wages and Productivity Board-III

BUSINESS INFORMATION SHEET

PRIVACY NOTICE: Pursuant to Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, its Implementing Rules and Regulations, as well as relevant issuances, all personal information contained in this form shall be used solely for documentation and processing purposes within the National Wages and Productivity Commission (NWPC) and the Regional Tripartite Wages and Productivity Board (RTWPB)- III, and shall not be shared with any outside parties, unless with your written consent or as required by law or regulations. Personal information shall be retained and stored by the NWPC and concerned RTWPB within a time period in accordance with the National Archives of the Philippines' General Disposition Schedule.

I. ESTABLISHMENT PROFILE

Establishment Name: _____

Establishment Owner: _____

Office Address: _____

Plant Address (if applicable): _____

Contact Person: _____

Contact Information:

Mobile No. _____ Telephone No. _____ E-mail: _____

Business Organization:

☐ Single Proprietorship

☐ Partnership

☐ Corporation

☐ One Person Corporation

☐ Cooperative ☐ CDA-registered ☐ NEA-registered

**Are you registered as a
Barangay Micro Business
Enterprise (BMBE)?**

☐ Yes ☐ No

Ownership:

☐ Filipino Owned ☐ Combination ____% Filipino ____% Foreign

**Major Sector
and Economic Activity**

*Please specify the particular
economic activity of your
establishment.*

Examples:

- *In agriculture, it may involve
farming or livestock raising*
- *In manufacturing -
production of food products,
beverages or processed
foods*
- *In accommodation and food
service - hotels, resorts,
lodging, cafes, catering,
restaurants or food trucks*
- *In financial activities -
banking, payment services
or lending*
- *In education - tutorial
services, training
institutions, operation of
colleges or universities*
- *In other service activities -
salons, consultancy or
manpower services*

Agriculture ☐ Agriculture, forestry and fishing _____

Industry ☐ Mining and quarrying _____

☐ Manufacturing _____

☐ Electricity, gas, steam and air conditioning supply _____

☐ Water supply; sewerage, waste management and
remediation activities _____

☐ Transportation and storage _____

Service ☐ Accommodation and food service _____

☐ Information and communication _____

☐ Financial and insurance activities _____

☐ Real estate activities _____

☐ Professional scientific and technical activities _____

☐ Administrative and support service activities _____

☐ Education _____

☐ Human health and social work activities _____

☐ Arts, entertainment and recreation _____

☐ Other service activities _____

☐ Activities of households as employers _____

☐ Activities of extraterritorial organizations and bodies _____

Main Product/Service: _____

Market: ☐ Domestic ☐ Export ☐ Both

Total Assets (in Php): ☐ 3M and Below ☐ Over 15M to 100M
☐ Over 3M to 15M ☐ Over 100M

Employment Size: (Please provide the total number of employees) _____
☐ Micro (1-9) ☐ Medium (100-199)
☐ Small (10-99) ☐ Large (200 and above)

EMPLOYEE CLASSIFICATION				SPECIAL CATEGORIES					
	Male	Female	Total	PWD		Senior Citizen (60 years old and above)		Youth Age (18 to 30 years old)	
				Male	Female	Male	Female	Male	Female
<u>By Position</u>									
• Managers									
• Supervisors									
• Rank and File									
<u>By Employment Status</u>									
• Regular									
• Regular Seasonal									
• Probationary									
• Casual									
• Seasonal									
• Project									
• Apprentice									
<u>By Pay Scheme</u>									
• Daily Paid									
• Monthly Paid									
• Piece Rate									

II. AREAS FOR PRODUCTIVITY IMPROVEMENT

	Priority Areas for Improvement	Plans to Address the Identified Areas for Improvement
Manpower		
Method		
Materials		
Machine		
Others		

RESPONDENT:

Name and Signature

Position:

Date Completed/Submitted:



Department of Labor and Employment
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TRAINING REQUEST FORM

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I. GENERAL INFORMATION		
1. Name of Establishment:		
2. Address:		
3. Tel No.	Mobile No.:	
4. Email Address:		
5. Type of Establishment: <i>(please check)</i>		
Capitalization:	<input type="checkbox"/> 3 M below	Employment Size: <input type="checkbox"/> 1 – 9
	<input type="checkbox"/> More than 3M – 15M	<input type="checkbox"/> 10 – 99
	<input type="checkbox"/> More than 15M – 100M	<input type="checkbox"/> 100 – 199
6. Problems Encountered (please specify, if any)		
a. Manpower:		
b. Method:		
c. Materials:		
d. Machine:		
II. PRODUCTIVITY ORIENTATION AND TRAINING PROGRAMS NEEDED <i>(please check)</i>		Tentative Date of Training
BASIC TRAINING		
<input type="checkbox"/> 1. 7S of Good Housekeeping is a foundational approach for productivity and quality improvement in all types of businesses.		
<input type="checkbox"/> 2. An Approach to a Productive Career Choice equips participants with approaches to making productive career decisions.		
<input type="checkbox"/> 3. ISTIV Bayanihan is a networking intervention for Barangay Micro Business Enterprises/ Micro Enterprises that supports growth by enhancing the entrepreneurs' way of managing the enterprises.		
<input type="checkbox"/> 4. ISTIV PAP (Industrious, Systematic, Time Conscious, Innovative, strong Value for Work) is a values-driven human resource intervention for quality and productivity improvement that is rooted in the five ideal attributes of a productive individual.		
<input type="checkbox"/> 5. Productivity 101 is a basic orientation on productivity concepts, measures, tools and techniques.		
<input type="checkbox"/> 6. Produktibong Kasambahay Kaagapay sa Pamumuhay is an orientation on the rights and responsibilities of kasambahay, including the right values and attitude at work to become productive.		
<input type="checkbox"/> 7. Work Ethics of a Productive Worker is an advocacy strategy in support of the following facilitation programs of the DOLE Bureau of Local Employment (BLE): JobStart Philippines, Special Program for Employment of Students (SPES), Government Internship Program (GIP), and Career Guidance Advocacy Program (CGAP).		

INTERMEDIATE TRAINING		
<input type="checkbox"/> 8. Business Continuity and Resiliency Planning guides enterprises to develop and implement business continuity and resiliency plan.		
<input type="checkbox"/> 9. Design Thinking: A Tool for Enterprise Productivity guides MSMEs to learn and apply this human-centered technique to solve problems in a more creative and innovative way to improve productivity.		
<input type="checkbox"/> 10. Green Productivity (GP) is a program on green productivity that offers low-cost, simple, and easy-to-understand concepts and practices.		
<input type="checkbox"/> 11. Improving Productivity Through Employee Engagement aims to help MSMEs understand the importance of engaging their employees and provide techniques on how to conduct engagement activities.		
<input type="checkbox"/> 12. Improving Productivity Through Financial Analysis deals with productivity measurements, financial ratios, and other business performance and methodologies that can be used in analyzing and evaluating productivity and business improvements.		
<input type="checkbox"/> 13. Improving Productivity Through Inventory Management focuses on the process of tracking the movement of goods or items. It discusses tools and digital technologies applicable to MSMEs for business process improvement and for the adaptation of digital systems to optimize inventory management systems, resulting in productivity improvement.		
<input type="checkbox"/> 14. Improving Productivity Through Social Media Marketing is a productivity tool that explains the concepts of social media and social media marketing, and guides the participants on how to create a social media plan.		
<input type="checkbox"/> 15. ISTIV- SIB (Succeeding in Business) combines productivity values and productivity techniques using a knowledge dialogue mechanism between labor and management.		
<input type="checkbox"/> 16. Lean Management provides participants with basic tools and techniques on lean management to enable them to create more value for customers while minimizing resources and eliminating different types of waste to improve enterprise productivity.		
<input type="checkbox"/> 17. Marketing Productivity equips participants with the basic concepts of marketing and the 7Ps of marketing mix: product, price, place, promotion, people, process, and physical evidence.		
<input type="checkbox"/> 18. Productive Entrepreneurship and Basic Business Planning equips participants with the basic concepts of entrepreneurship and how to create a comprehensive business plan.		
<input type="checkbox"/> 19. Retail and Visual Merchandising covers the fundamentals of merchandising, which refers to the marketing of the right product at the right price, in the right quantity, in the right place, and at the right time. It includes all aspects of the total visual impact of the store and its merchandise.		
<input type="checkbox"/> 20. Service Quality and Building Customer Advocacy is a quality management intervention that makes use of prescribed tools and techniques in developing creative solutions to reduce errors in service.		
<input type="checkbox"/> 21. Starting and Growing Your Online Business is a training on basic knowledge about different online business models and how to improve the productivity of online businesses.		
<input type="checkbox"/> 22. Tips on Improving Productivity Through Brand Reputation guides MSMEs in establishing the identity of their brand and business as a whole.		
<input type="checkbox"/> 23. Work-Life Balance shows the importance of WLB practices in the workplace. It contains important tips to help MSMEs create/maintain a work-life balance program in the establishment to improve the physical and mental well-being of their employees and create a healthy and productive work environment.		
ADVANCED TRAINING		
<input type="checkbox"/> 24. Green ME (My Enterprise) for Hotel Industry aims to assist enterprises, workers and employers to achieve sustainable enterprises with greener workplaces through workplace cooperation.		
<input type="checkbox"/> 25. Incentivizing Performance: Productivity and Performance-Based Incentive Schemes are workplace-initiated programs to improve the productivity of workers and the enterprise in order to generate savings or additional revenues that can be shared by the enterprise with its workers.		
<input type="checkbox"/> 26. Service Quality (SQ) Plus (Tourism Value Chain) covers a network of tourism organizations engaged in different activities ranging from the supply of different components of tourism products/services such as air transport, land transport, hotels, restaurants/bars, tour operators/guides, souvenir shops, etc. and involves a wide range of participants in both the private and public sectors.		
<input type="checkbox"/> Others , please specify:		
<div> <div>Requested by: _____</div> <div>Date: _____</div> </div> <div>Name and Signature</div>		

TECHNICAL ASSISTANCE IN THE DESIGN OF PRODUCTIVITY/PERFORMANCE-BASED INCENTIVE SCHEMES
REGIONAL TRIPARTITE WAGES AND PRODUCTIVITY BOARD III

Name of Establishment : _____

Address : _____

Major Industry Classification : _____ Economic Activity : _____

Number of Employees : Total Male Female

Contact No./ Email Address : _____

Convergence with RCMB : ☐ Yes ☐ No

☐ **With** existing PBIS
(proceed to items 1, 2, 3, 4, 5)

☐ **Without** existing PBIS
(proceed to items 5 and 6)

1. For those **with** existing PBIS, please provide short description:

2. Details of PBIS implemented: (Please fill out the matrix completely. Use code as necessary)

Productivity/ Performance-based Incentive Scheme (PBIS)	Year PBIS started	Key Performance Indicator (KPI)	Performance Metrics (Target)	Amount of Savings/ Revenue Generated by the PBIS	% of Savings/ Revenue Granted to Workers	Form of Incentive Given (if cash indicate amount per employee; if non cash-specify)	Frequency of Release of Incentive	No. of Employees Benefitted		
								TOTAL	MALE	FEMALE

Reference:

Code	PBIS	Code	KPIs	Code	Amount of Incentive
1	Zero Accident Incentive	1	No accident	1	P500 & below
2	Production Incentive	2	Volume of Production	2	P501 - 1,000
3	Perfect Attendance Incentive	3	Attendance and punctuality	3	P1,001- 2,000
4	Machine Safeguarding Incentive	4	No machine breakdown	4	P2,001 – 3,000
5	Sales Incentive	5	Sales	5	P3000 and above
8	Employee of the Month/Year	8	Attendance and attitude	Code Frequency of Release	
9	Referral Incentive	9	Event realized	1	Weekly
10	Suggestion Incentive	10	Approved suggestion	2	Twice a month
11	Upselling/Suggestive Selling	11	Others, specify	3	Monthly
12	Others, specify			4	Quarterly
				5	Semestral
				6	Annual
				7	Others, specify _____

3. Do you have plans to expand your existing PBIS? ☐ Yes ☐ No
4. Do you have plans to adopt a new PBIS aside from the existing one? ☐ Yes ☐ No

5. Technical Assistance Needed from the Regional Board (Please check, multiple response allowed)

<input type="checkbox"/> Creation of committee	<input type="checkbox"/> Determining performance metrics/ targets
<input type="checkbox"/> Identification of appropriate incentive scheme	<input type="checkbox"/> Others, specify
<input type="checkbox"/> Identification of KPIs	

6. For those **without** PBIS, please indicate initial plans: *(Please refer to reference tables under item 2)*

Productivity/ Performance- based Incentive Scheme (PBIS)	Key Performance Indicator (KPI)	Performance Metrics (Target)	Target Date to Set Up	Form of Incentive to be Given (cash or non-cash)	Proposed Frequency of Release of Incentive	No. of Workers to be Covered

Data Privacy Note: All information collected from you by the Regional Tripartite Wages and Productivity Board shall be kept private and confidential and shall be processed according to the principles of transparency, legitimate purpose and proportionality pursuant to the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012.

Prepared by:

(Name/Signature of RTWPB staff)

(Position/Date)

Conforme:

(Name of Contact Person)

(Position/Date)



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ACTION PLANNING AND MONITORING FORM

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TITLE OF PRODUCTIVITY TRAINING

DATE: _____

Name of Firm: _____

Name of Participant/s: _____

Section/Department: _____

**Target Areas for
Improvement: ▽**

Machine:

Materials:

Manpower:

Method:

Activities to be Undertaken (Mga Gagawin)	Start Date (Petsa ng Pagsisimula)	End Date (Petsa ng Pagtatapos)	Persons/Units Responsible (Tao/Grupo na Gagawa)	Resources Needed (Mga Kinakailangang Kagamitan)	Expected Results (Mga Inaasahang Resulta)

MONITORING AND EVALUATION

(To be filled out by the Regional Board)

Results (Mga Resulta)	Problems Encountered (Mga Problemang Naranasan)	Corrective Actions (Mga Aksyon o Solusyon na Ginawa sa Problemang Naranasan)	Best Practices Observed ∇ (Mga Mahusay na Gawain o Pamamaraan na Naobserbahan)

PREPARED BY:

Name and Signature of Participant
Date:

APPROVED BY:

Name and Signature of Owner/Manager
Date:

EVALUATED BY:

Name and Signature of RTWPB Trainer/Evaluator
Date:

TRAINING EVALUATION FORM

FM-NWPC-TTS-01
Revision: 1
16 December 2016

NAME OF PARTICIPANT: _____
POSITION: _____ OFFICE: _____
TITLE OF TRAINING: _____ DATE OF TRAINING: _____

Please rate the training program in the following areas, using the scale of 1 to 5 with **1 as the lowest** and **5 as the highest**. Check (/) appropriate column.

PARTICULARS	1	2	3	4	5
COURSE CONTENT					
1. The content of the course including the time allotted for each topic was sufficient.					
2. The course method was organized and easy to follow.					
3. The content of the course is useful to my work.					
INSTRUCTIONAL MATERIALS/VISUALS					
1. The materials distributed were pertinent and useful.					
2. The visuals were relevant to topics.					
3. The materials and visuals were easy to understand.					
TRAINERS EFFECTIVENESS					
TRAINER NO. 1 - Name: _____ Topic: _____					
1. The trainer was knowledgeable.					
2. The trainer expressed ideas clearly, fluently and spontaneously.					
3. The trainer encouraged class participation and interaction.					
4. The trainer holds audience interest.					
TRAINER NO. 2 - Name: _____ Topic: _____					
1. The trainer was knowledgeable.					
2. The trainer expressed ideas clearly, fluently and spontaneously.					
3. The trainer encouraged class participation and interaction.					
4. The trainer holds audience interest.					
TRAINER NO. 3 - Name: _____ Topic: _____					
1. The trainer was knowledgeable.					
2. The trainer expressed ideas clearly, fluently and spontaneously.					
3. The trainer encouraged class participation and interaction.					
4. The trainer holds audience interest.					
TRAINER NO. 4 - Name: _____ Topic: _____					
1. The trainer was knowledgeable.					
2. The trainer expressed ideas clearly, fluently and spontaneously.					
3. The trainer encouraged class participation and interaction.					
4. The trainer holds audience interest.					

Additional Comment/Feedback: _____

