

Within five (5) days after the RTWPB submits its report, the DOLE Regional Director then issues the Piece Rate and/or Production Standard.

### What is the validity of approved Piece Rate and / or Production Standard Order?

The Piece Rate and/or Production Standard Order remains valid until it is revoked, suspended, revised or reviewed.

### Can Piece Rate and / or Production Standard Order approved/ issued by DOLE Regional Director be appealed?

Yes, any aggrieved party can appeal within ten (10) days from receipt of the Order by filing a verified appeal with the RTWPB. The appeal may be filed based on violations of the procedures set in the conduct of FE and serious error in computing the monetary value of the facility.

### Are there fees/expenses to be paid by the establishment to the RTWPB for the conduct of TMS?

None. The RTWPBs conduct the TMS for free.

### You can reach us through the following RTWPBs:

<b>NCR</b>	2/F, Dy International Bldg., # 1011 Gen. Malvar cor. San Marcelino Sts., Malate, Manila Tel. No.: (02) 400-6765 / 527-5155 Email: wage_ncr@yahoo.com.ph / rtwpb.ncr@nwpc.dole.gov.ph
<b>CAR</b>	3/F DOLE Bldg., # 1 Cabinet Hills, Baguio City Tel. No.: (074) 300-3452 / 424-3416 Email: rtwpbcar@yahoo.com.ph
<b>I</b>	Rm. 202 Juanita Commercial Bldg., Quezon Ave., San Fernando, La Union Tel. No.: (072) 242-4396 / 607-8914, Email: rtwpb1_rb1@yahoo.com
<b>II</b>	3/F Andrew's Bldg., cor. Luna and Blumentritt Sts., Tuguegarao City, Cagayan Tel. No.: (078) 844-0956 / 844-1553, Email: rtwpb2@yahoo.com
<b>III</b>	3/F ASCORP Bldg., cor. Ninoy Aquino St. & McArthur Hway., Dolores, San Fernando, Pampanga Tel. No.: (045) 963-1346 / 963-1162, Email: rtwpb3@yahoo.com.ph
<b>IV-A</b>	3/F Milan Prestige Bldg. National Highway Brgy. Halang, Calamba, Laguna Tel. No.: (049) 545-5511 / 834-4030, Email: rtwpb4a@yahoo.com
<b>IV-B</b>	3/F EGS Building, Bonifacio St., Ilaya, Calapan City, Oriental Mindoro Tel. No.: (043) 288-1425, Email: rtwpbivb_dole@yahoo.com
<b>V</b>	ANST Bldg., Washington Drive, Legazpi City, Albay Tel. No.: (052) 481-5676 / 820-6692 Email: rtwpb5@yahoo.com
<b>VI</b>	Rm. 30, 3/F Dona Maria Bldg., La Castilla cor. EL 98 Sts., Jaro, Iloilo City Telefax: (033) 320-5864 / 329-0880, Email: rtwpb6@yahoo.com
<b>VII</b>	6/F DOLE VII Bldg., Gorordo Ave., Kamputhaw, Cebu City, Cebu Tel. No.: (032) 266-8068 / 412-9072, Email: rtwpb7@yahoo.com
<b>VIII</b>	DOLE Compound, Trece Martires St., Tacloban City, Leyte Tel. No.: (053) 520-8132 / 321-1959, Email: rtwpb_8@yahoo.com
<b>IX</b>	Rm. 203 Fermin Bldg., Veterans Ave., Zamboanga City Telefax: (062) 991-2672, Email: dole_rtwpb9@yahoo.com
<b>X</b>	3/F FICCO Tiano Branch, Tiano Bros.-Abellañosa Sts., Cagayan de Oro, Misamis Oriental Tel. No. (088) 880-3920, 0917-793-6825, Email: rtwpb10@gmail.com
<b>XI</b>	2/F R&T Yap Bldg., cor. Bangoy & Monteverde Sts., Davao City, Davao del Sur Tel. No.: (082) 222-4652 / 224-2027 / 305-1877 Email: rtwpbxi@gmail.com/rtwpbxi@yahoo.com
<b>XII</b>	# 102 ACEPAL Bldg., Mabini Extension, Koronadal City, South Cotabato Tel. No.: (083) 520-0129 Email: rtwpbxii@yahoo.com
<b>XIII</b>	Nimfa Tiu Bldg., J.P. Rosalez Ave., Butuan City, Agusan del Norte Tel. No.: (085) 342-9987 Email: rtwpb13@yahoo.com2027
<b>ARMM</b>	ARMM Complex, Cotabato City, Maguindanao Tel. No.: (064) 546-0410/ 421-9728 Email: rtwpbarmm@gmail.com



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# Time and Motion Study

## What is Time and Motion Study (TMS)?

A work measurement system designed to determine the standard time for a qualified (average) worker or machine to complete a specified job at a defined level of performance.

The revised guidelines on the Conduct of Time and Motion Study (DOLE Department Order 125-13) was issued on 01 April 2013 to govern the conduct of Time and Motion Study by the Regional Tripartite Wages and Productivity Boards.

## Why is TMS Conducted?

It is conducted to determine whether the piece rate/production standards (quota) prescribed by the employers for their employees are fair and reasonable.

## Who are covered by DOLE Department Order 125-13?

Workers of micro, small and medium enterprises who are paid by result, including pakyaw, piece-work and other non-time work pursuant to Article 101 of the Labor Code; it excludes enterprises where no employer-employee relationship exists. Daily rate workers may also be covered but only for purposes of setting work standards.

## How to apply for TMS?

Applicants shall submit the accomplished NWPC-TMS-Form-01 to the Regional Tripartite Wages and Productivity Board (RTWPB) either personally, by registered mail or email, along with the following documents:

- Business permit for the current year;
- List of the company's employees with their corresponding wages;
- Job activities with their existing wage rates;
- Method of payment of wages (e.g. pakyaw, takay, commission); and
- Proof of notice of filing of application

Applications filed with the DOLE Regional Office and field offices will be immediately forwarded to the appropriate RTWPB.

Applications with incomplete documents will not be accepted, or will be returned in the case of applications sent through registered mail or email.

## Who can file for TMS?

The union, a worker or owner/manager or the duly authorized representative of a micro, small, or medium establishments in person or by registered mail.

In case the application is filed by a union or

worker, mere application will suffice and the RTWPB shall immediately notify the owner / manager who shall be required to submit the documentary requirements.

## When do I file the application for TMS?

Applications for the determination of piece rates shall be filed before such rates are given effect. Applications for the approval of existing piece rates, on the other hand, may be filed any time at the discretion of the requesting party, without prejudice to the right of the workers concerned to recover the difference between the amount to which they are entitled to receive under the standards or rates as determined by the RTWPB and that actually paid to them.

## How long will it take before a Piece Rate and / or Production Standard Order is released?

Within thirty (30) days after receipt of completed documentary requirements, the RTWPB shall conduct the evaluation of facilities and concludes the evaluation by submitting a post evaluation report to the DOLE Regional Director as RTWPB Chairman.