

Republic of the Philippines  
Department of Labor and Employment  
NATIONAL WAGES AND PRODUCTIVITY COMMISSION  
REGIONAL TRIPARTITE WAGES AND PRODUCTIVITY BOARD  
Region \_\_\_\_\_  
Reference Year \_\_\_\_\_

Pursuant to Article 124 of RA 6727 or the Wage Rationalization Act and Chapter III, Section 11 of its Implementing Rules, any person, company, corporation, partnership or any entity engaged in business shall accomplish and submit this form to the appropriate Regional Tripartite Wages and Productivity Board, not later than January 31 of the year.

**I. GENERAL INFORMATION**

1. Name of Establishment: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Plant Site: \_\_\_\_\_

4. Main Economic Activity:

<input type="checkbox"/> Agriculture, Hunting & Fishing	<input type="checkbox"/> Wholesale & Retail Trade	<input type="checkbox"/> Education
<input type="checkbox"/> Mining & Quarrying	<input type="checkbox"/> Hotel & Restaurants	<input type="checkbox"/> Health & Social Work
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Transport, Storage & Comm.	<input type="checkbox"/> Other Community, Social & Personal Service Activities
<input type="checkbox"/> Electricity, Gas & Water	<input type="checkbox"/> Financial Intermediation	
<input type="checkbox"/> Construction	<input type="checkbox"/> Real Estate, Renting & Business Activities	

5. Major Product/Good or Service: \_\_\_\_\_

6. Unionism:  With Union  Without Union

7. CBA:  With CBA  Without CBA

8. Export Oriented:  Yes  No

**II. EMPLOYMENT DATA**

1. Total Number of Employees: \_\_\_\_\_ Female: \_\_\_\_\_

2. Total Number of Time-Rate Workers: \_\_\_\_\_

Part-Time Workers: \_\_\_\_\_

Full-Time Workers: \_\_\_\_\_

**III. DISTRIBUTION OF TIME-RATE WORKERS BY BASIC PAY AND ALLOWANCE INTERVALS**

Daily Basic Pay	No. of Employees	Daily Allowance	No. of Employees
Below P100		None	
P100 - P199.99		Below P10	
P200 - P249.99		P10 - P29.99	
P250 - P299.99		P30 - P49.99	
P300 - P349.99		P50 - P69.99	
P350 - P399.99		P70 - P89.99	
P400 - P499.99		P90 - P109.99	
P500 - P599.99		P110 - P129.99	
P600 - P699.99		P130 - P149.99	
P700 - P799.99		P150 - P169.99	
P800 and over		P170 and over	
TOTAL		TOTAL	

**IV. PRODUCTIVITY RELATED PROGRAMS BEING IMPLEMENTED IN THIS ESTABLISHMENT**

Please check as many as possible

<input type="checkbox"/> None	<input type="checkbox"/> Labor Management Cooperation Scheme
<input type="checkbox"/> 5S	<input type="checkbox"/> Total Quality Management
<input type="checkbox"/> ISTIV-PAP	<input type="checkbox"/> Lean Manufacturing
<input type="checkbox"/> Work Improvement in Small Enterprises (WISE)	<input type="checkbox"/> Quality Control Circle
<input type="checkbox"/> Work Initiative on Safety and Health (WISH)	<input type="checkbox"/> Six Sigma
<input type="checkbox"/> Zero Accident Program	<input type="checkbox"/> Others, pls. specify _____
<input type="checkbox"/> Suggestion Scheme	

**DEFINITION OF TERMS**

Establishment	-	An economic unit engaged in one or predominantly one kind of economic activity under a single ownership, situated at a more or less fixed location, (e.g. an individual farm, mine, factory, store, etc.). For multi-unit enterprises whose activities are located at different locations, each branch, outlet or subsidiary is considered an establishment.
Total Employment	-	Total number of persons working for the establishment and receiving remuneration in wages, salaries, commissions, tips, piece-rates or pay in kind. These include paid workers; working proprietors; unpaid family workers; and other persons working in the establishment for which there is a mutual recognition of an employee / employer relationship. Also referred to as <b>total establishment employment</b> . Excluded are workers hired through service contractors such as security guards, janitors, messengers and homeworkers.
Time-Rate Workers	-	A worker whose basis of payment is on an hour, a day, or a month.
ISTIV	-	A values-driven human resource strategy for quality and productivity (Q&P) improvement that is rooted on the five ideal attributes of a productive individual. I stands for industrious, S for systematic, T for time-conscious, I for innovative, and V for strong value for work. These attributes are in one way or another found in many Q&P improvement programs.
Hosekeeping/5S	-	A set of techniques providing a standard approach to housekeeping: Seiri : sorting out; Seiton : Systematic Arrangement Straighten; Seiso : Spic and Span Scrub; Seiketsu : Standardizing- Stabilize; Shitsuke : Self-discipline Sustain
Labor Management Cooperation Scheme	-	Any arrangement, mechanism, activity or process, apart from the grievance committee, which is made up of workers and management whether unionized or not in order to improve labor-management relations and working conditions, increase productivity and enhance the quality of work life.
Six Sigma	-	A measure of quality that strives for near perfection using a disciplined, <u>data-driven approach</u> and methodology for eliminating defects (driving towards six standard deviations between the mean and the nearest specification limit) in any process -- from manufacturing to transactional and from product to service.
Suggestion Scheme	-	A strategy to gather ideas from employees to increase productivity, cut costs, or improve working conditions.
Total Quality Management (TQM)	-	A comprehensive and structured approach to organizational management that seeks to improve the quality of products and services through ongoing refinements in response to continuous feedback. It is based on quality management from the customer's point of view.
Workplace Initiative on Safety and Health (WISH)	-	A mechanism or approach conceptualized and developed to complement the regulatory enforcement of OSH policies. The project aims to promote and recognize management or employers' vital role in achieving the objectives of the OSHS. It is a proactive approach in managing health and safety of the workers through regular conduct of in-house or in-plant safety and health inspection by the health and safety committee.
Work Improvement in Small Enterprises (WISE)	-	A program aimed at improving productivity through low-cost improvements in working conditions in small and medium enterprise.
Zero Accident Program	-	A long term strategy to promote safety and health of Filipino workers through multi - sectoral collaboration among government, labor and employer's sectors, non-governmental organizations, the academe and professional groups. It consists of advocacy, capability building, institutional networking and productivity link-ups.

Certification: \_\_\_\_\_  
 Name of Respondent: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_  
 E- mail: \_\_\_\_\_

Fax No.: \_\_\_\_\_  
 Date: \_\_\_\_\_