

PROCESS MANUAL
National Wages and Productivity Commission

PM – NWPC– RAL – 03 –8.0

Revision Code: 0

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Section: Operations

Effectivity Date: 17 August 2015

Subject: Appeals Resolution Management

I. OBJECTIVE

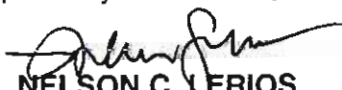
To ensure implementation of the standard procedures in the resolution of appeals on Wage Order or application for exemption in accordance with existing laws, rules, and regulations.


II. SCOPE


This procedure starts from the receipt of appeal on wage order or application for exemption up to the release of signed decision.


III. DEFINITION OF TERMS

- 1. Appeal - the action taken by any aggrieved party with the Commission assailing the decision of the Board on the Wage Order and exemption application
- 2. Case Summary - a document containing an outline of the case which is the subject matter of the appeal, containing the facts, issues involve, comments and findings of the RALD, and recommendation/s of the RALD to the NWPC Commission members
- 3. Decision - a document containing the NWPC's decision taken on the appeal and a detailed explanation of the decision taken
- 4. DOLE - Department of Labor and Employment
- 5. Exemption - the privilege granted to a company exempting payment of prescribed minimum wage to its workers for six (6) months to a maximum period of one year
- 6. Implementing Rules and Regulations (IRR) - the details of the provisions of the Wage Order
- 7. Labor Union - any labor organization in the private sector organized for collective bargaining and for other legitimate purposes
- 8. LEO - Labor and Employment Officer
- 9. National Wages and Productivity Commission (NWPC) - policy making body, which, among others, exercises technical and administrative supervision over RTWPBs, and has jurisdiction over appeals on exemption on wage orders
- 10. RALD - Review, Appeals and Legal Division
- 11. Regional Tripartite - major function of which are the minimum wage fixing and

Prepared by:

NELSON C. LERIOS
Division Chief

Reviewed by:

ATTY. WELMA T. SICANGCO
Director II

Approved by:

PATRICIA P. HORNILLA
Deputy Executive Director


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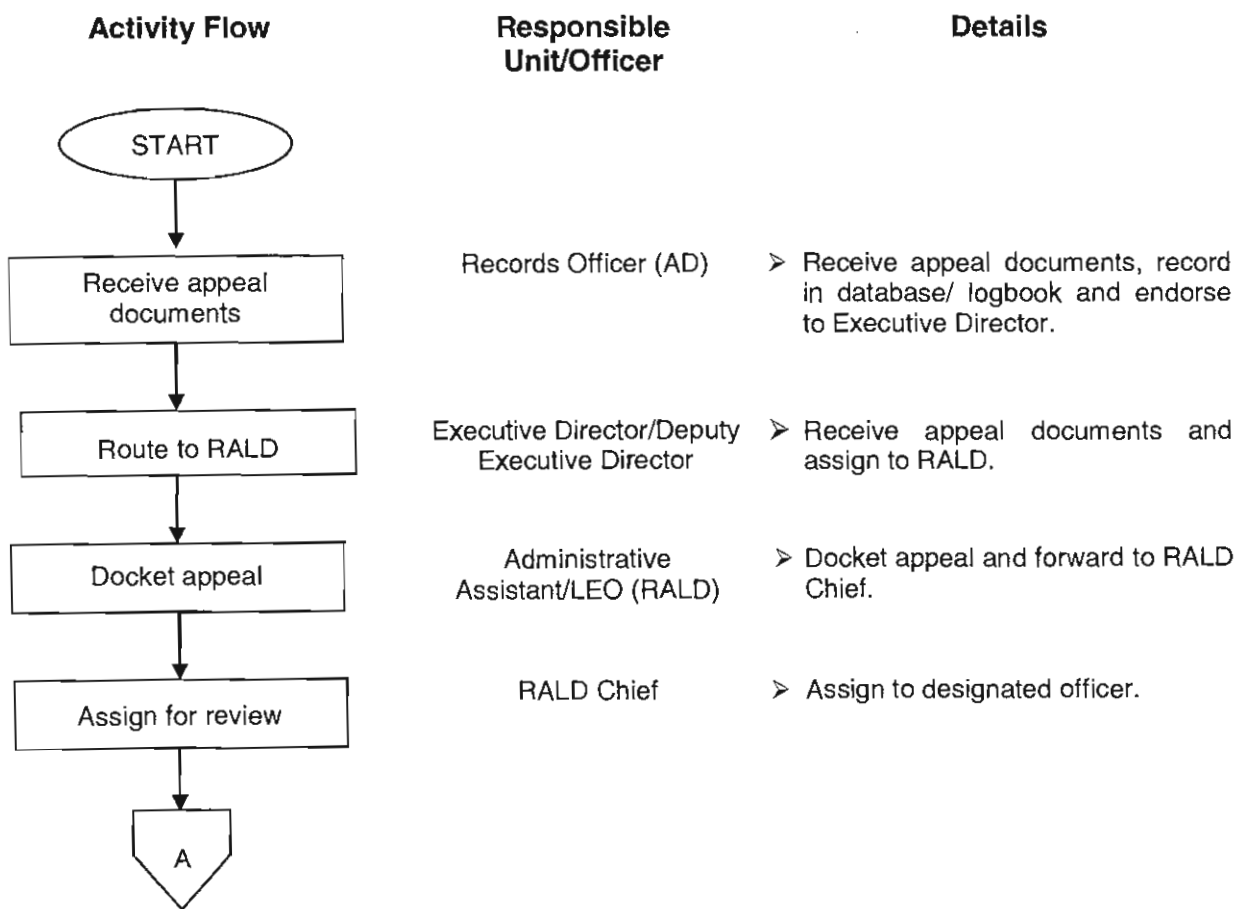
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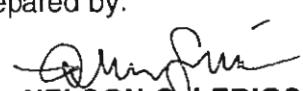
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- | | |
|--|---|
| <p>Wages and Productivity Board</p> <p>12. Wage Order (WO)</p> <p>13. NWPC Secretariat</p> | <p>and productivity improvement promotion</p> <ul style="list-style-type: none"> - the Order issued by the RTWPB, providing for mandatory wage increases and productivity based pay that is voluntary in nature to covered workers and setting the new minimum wage rates in the Region concerned; it also provides for the instances allowing for exemption - consist of NWPC personnel in charge of preparing agenda materials necessary signatures from Commission members |
|--|---|

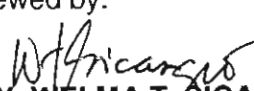
IV. PROCEDURE



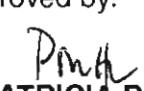
Prepared by:


NELSON C. LERIOS
 Division Chief

Reviewed by:


ATTY. WELMA T. SICANGCO
 Director II

Approved by:


PATRICIA P. HORNILLA
 Deputy Executive Director



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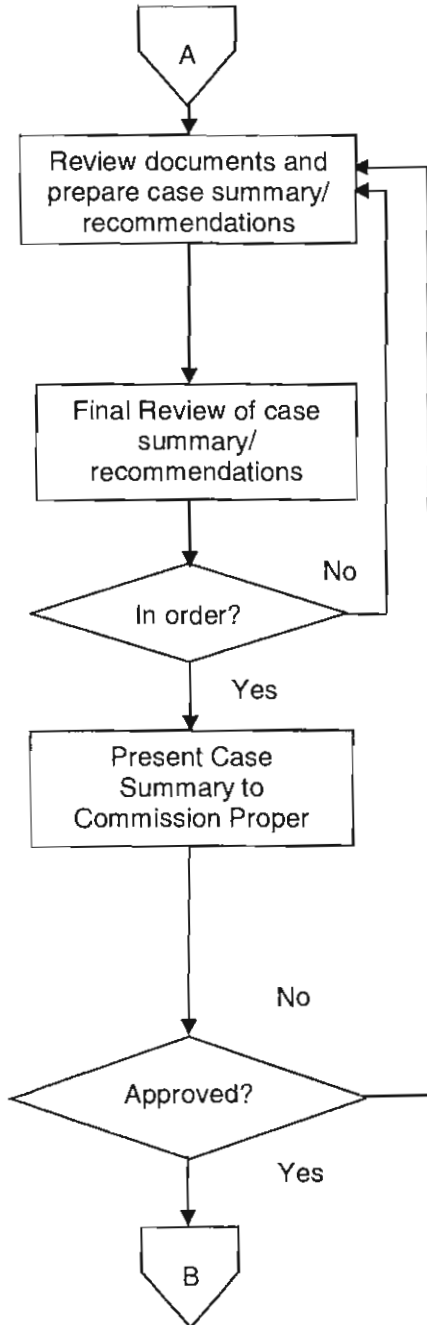
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Designated Officer (RALD)

- Review the appeal and identify the issues.
- Conduct research, gather necessary data for the case, and gather information from the Board.
- Prepare the Case Summary/Comments using FM-NWPC-RAL-01: Case Summary.

RALD Chief / Director II

- Validate case summary.

RALD Chief

- If the case summary is not in order, return to designated officer to take action on the comments provided by RALD Chief and make necessary revisions.

RALD Chief/Designated Officer

- Prior to presentation to the Commission Proper, a copy of the case summary is provided to the ED/DED.
- Present case summary using FM-NWPC-RAL-01: Case Summary. Prepare the decision sheet for signature of Commission members, using FM-NWPC-RAL-02: Decision Sheet.
- Take action on the instructions/comments of the Commission.
- Revise the case summary.

Prepared by:

Nelson C. Lerios
NELSON C. LERIOS
Division Chief

Reviewed by:

Atty. Welma T. Sicangco
ATTY. WELMA T. SICANGCO
Director II

Approved by:

Patricia P. Hornilla
PATRICIA P. HORNILLA
Deputy Executive Director

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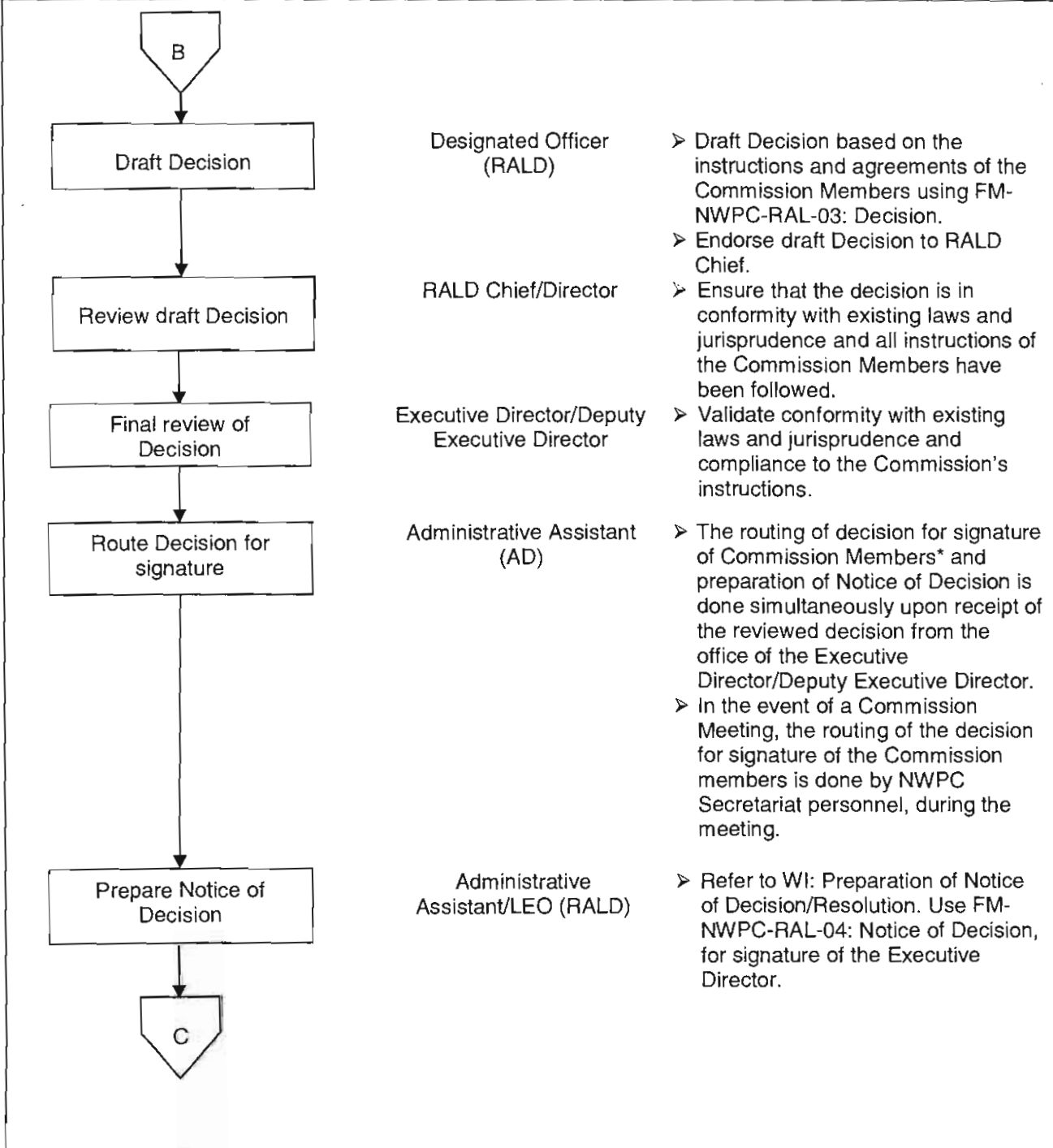
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Prepared by:


NELSON C. LERIOS
Division Chief

Reviewed by:

ATTY. WELMA T. SICANGCO
Director II

Approved by:

PATRICIA P. HORNILLA
Deputy Executive Director


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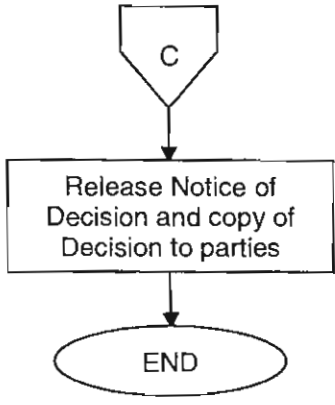
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Records Officer (AD)


➤ Release Notice and Decision to parties thru registered mail/personal delivery.

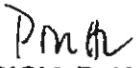
*Commission members' offices are situated in different locations.

V. RECORDS

- | | |
|-------------------|--|
| 1. FM-NWPC-RAL-01 | - Case Summary |
| 2. FM-NWPC-RAL-02 | - Decision Sheet |
| 3. FM-NWPC-RAL-03 | - Decision |
| 4. FM-NWPC-RAL-04 | - Notice of Decision |
| 5. Files/Records | - Documentary requirements submitted by appellant |
| 6. Files/Records | - Records of the case with all relevant documents from RTPWB concerned |
| 7. Logbook | - Logbook |
| 8. Logbook | - Docket Registry |

Prepared by:

NELSON C. VERIOS
 Division Chief

Reviewed by:

ATTY. WELMA T. SICANGCO
 Director II

Approved by:

PATRICIA P. HORNILLA
 Deputy Executive Director