Application for Time and Motion Study
National Wages and Productivity Commission
RTWPB ____

Name of Establishment: _____ Telephone: _____

Address: _____ Fax/ If any: _____

Nature of Industry (Pls.Check) ☐ Manufacturing ☐ Agriculture ☐ Service Others (Specify)

Name of Owner/Manager: _____

Description of Economic Activity: __ _____

Union	CBA	Name of Union President:
☐ With	☐ With	_____
☐ Without	☐ Without	

Capitalization

Total No. of Employees	Status		Basis of Payment						
	Regular	Non-Regular	Time Unit				Output Rate		
			Hourly	Daily	Monthly	Others	Piece Rate	Pakyaw	Others

Productivity Over 2 Years Decreasing ☐ Flat ☐ Increasing ☐

Reason for Request
- ☐ Requirement by Principal to set std. time or rate
- ☐ Management-Labor despute over standard Time or Rate
- ☐ Others (Specify):_____

Work Schedule of Workers	Shift 1			
Break Period 1	_____ *to* _____;	_____ *to* _____;	_____ *to* _____;	_____ *to* _____;
Break Period 2	_____ *to* _____;	_____ *to* _____;	_____ *to* _____;	_____ *to* _____;
Break Period 3	_____ *to* _____;	_____ *to* _____;	_____ *to* _____;	_____ *to* _____;

Job Operations/ Activities (Use add'l sheets, if needed)	Job Code	No. of Workers	Piece Rate	Present Daily Quota/Average Output	Remarks

_____
Name and Signature of Applicant

Name of Company: _____
Representative: _____
Designation: _____
Date Requested: _____

To be filled out by RTWPB

Date Received	Received by	Docket No.	Board Secretary's Signature

Checklist of Documentary Requirements:

- ☐ Business permit for the current year issued by the appropriate government agency;
- ☐ 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