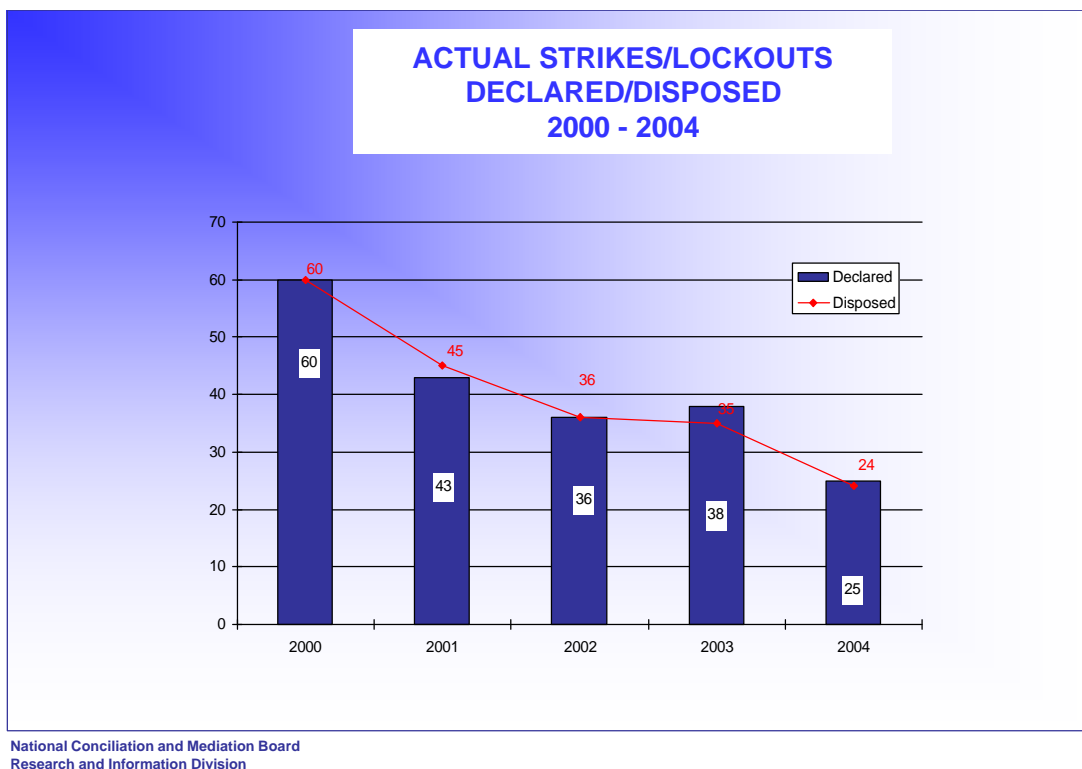


In 2004, the National Conciliation and Mediation Board continued to discharge its mandate to promote harmonious, equitable, and stable employment relations that assure equal protection for the rights of workers and employers, ensure prompt responses to all labor-management disputes and work towards their early and amicable settlement.

Riding on the momentum of its success in stabilizing the labor relations climate in the preceding years, the Board further trimmed the incidence of work stoppages to just 25 in 2004, down by 34% or 13 cases fewer than the 38 cases registered in 2003. This translates to a 96% strike prevention rate, as only 4% of the total notices of strike/lockout handled ripened into actual work stoppages. The figure is an improvement from the 94% achieved in 2003 and 2 percentage points higher than the Board's commitment of keeping the strike prevention rate at 94%.

The Board also attended to fewer notices of strike/lockout and preventive mediation cases in 2004, which declined 8% and 11%, respectively from the 2003 figures. The decline in conciliation cases can be attributed to the sustained effort in the promotion of alternative approaches to labor dispute prevention and settlement in the areas of labor-management cooperation and voluntary arbitration. This is manifested by the number of labor-management cooperation schemes facilitated. The voluntary arbitration program is likewise continuously utilized by both labor and management to resolve their disputes as evidenced by the number of cases submitted to voluntary arbitration.



The Board's policy shift toward proactive modes on labor dispute management with emphasis on effective grievance handling resulted to the strengthening of plant-level dispute resolution mechanisms, thus preventing labor disputes to ripen into notices of strikes and lockouts and or actual strikes/lockouts. This is clearly manifested in the consistent decline of work stoppages.

### ***Actual Strikes/Lockouts***

The Board achieved its commitment to limit the number of strikes within the targeted 6% of the total notices of strike/lockout handled. Twenty-five work stoppages were declared in 2004, comprising about 4% of the total notices of strike/lockout handled during the period. The 25 new actual strike/lockouts cases are 13 cases fewer than the 38 strike cases monitored in 2003.

Table 1 . Regional Distribution of Strike/Lockout Cases and Workers Affected: 2004

REGION	NO. OF ACTUAL STRIKE/LOCKOUT DECLARED	WORKERS AFFECTED	MANDAYS LOST
NCR	9	1,775	11,359
CAR	0	0	0
RB-1	0	0	0
RB-2	0	0	0
RB-3	7	8,249	33,137
RB-4	5	820	4,820
RB-5	0	0	0
RB-6	0	0	0
RB-7	2	116	2,544
RB-8	0	0	0
RB-9	9	19	266
RB-10	0	0	0
RB-11	1	218	1,308
RB-12	0	0	0
RB-13	0	0	0
TOTAL	25	11,197	53,434

The 25 work stoppages, however, affected more workers (11,197 compared to 10,035 in 2003) that nevertheless resulted to a sharp decline in mandays lost (150,465 in 2003 as against 54,434 during the period in review).

## CONCILIATION-MEDIATION

Efficient and timely conciliation services resulted in the disposition of 24 out of the 25 actual strikes handled during the period, giving the Board a 96% disposition rate. Of the 24 disposed cases, 11 were settled for a 44% settlement rate. In 2003, disposition and settlement rates were recorded at 100% and 59%, respectively.

Disposition of actual strikes took an average of 11 days in 2004, ten days faster than the 21 days achieved a year earlier.

Some 94 workers benefited from a total of P2,087,960 in monetary benefits and CBA packages as a result of the amicable settlement of 11 actual strike cases, in addition to 77 workers who benefited from a total of P250,00 in separation packages. In 2003, 392 workers were beneficiaries of P2.57M in monetary benefits and CBA packages as a result of case settlement.

Table 4. Summary of Strike Situationer Data: 2003-2004

Indicator	A. Actual Strikes/Lockouts			B. Notices of Strikes/Lockouts			C. Preventive Mediation Cases		
	2003	2004	% change	2003	2004	% change	2003	2004	% change
Pending, beginning of period	3	0		79	71		52	43	
New cases filed/declared	38	25	-34.2%	606	558	-7.9%	745	666	-10.6%
Cases Treated as PM							12	5	
Total Cases Handled	41	25		685	629		809	704	
Workers involved in new cases	10,035	11,197	11.6%	108,546	124,605	-14.8%	171,412	137,036	-20.1%
Mandays Lost	150,465	53,434	-64.5%						
Cases Disposed	41	24	-41.5%	614	556	-16.3%	766	662	-13.6%
Settled	24	12		498	441		675	593	
Assumed Jurisdiction	7	4		44	47			2	
Certified for Compulsory Arbitration	7	6		18	36			3	
Materialized into Actual S/L				39	24				
Materialized into Notice of S/L							83	59	
Archived					4			5	
Others	3	2		15	4		8		
Settlement Rate	58.54%	48%	-18%	72.99%	70.11%	-3.6%	83.31%	83.05%	-0.5%
Disposition Rate	100%	96%	-4%	89.93%	88.39%	-1.4%	94.56%	92.72%	-2.1%
Pending, end of period	0	1		69	73	-2.8%	43	52	20.9%

### ***Preventive Mediation***

In, terms of preventive mediation, a total of 671 cases were docketed in 2004, 86 cases fewer or 11% less than the 757 cases received in 2003. This brought the total number of PM cases handled in 2004 to 714.

Table 2. Regional Distribution of Preventive Mediation Cases and Workers Involved: 2004

<b>REGION</b>	<b>NO. OF PREVENTIVE MEDIATION CASES FILED</b>	<b>WORKERS INVOLVED</b>
NCR	322	69,870
CAR	16	7,614
RB-1	14	580
RB-2	5	1
RB-3	65	13,429
RB-4	121	22,189
RB-5	11	1,052
RB-6	17	4,204
RB-7	9	1,227
RB-8	13	1,350
RB-9	6	590
RB-10	10	838
RB-11	43	11,402
RB-12	7	403
RB-13	12	2,287
<b>TOTAL</b>	<b>671</b>	<b>137,036</b>

The new cases involved 137,036 workers compared to 171,412 workers in 2003.

Six hundred sixty-two of the 714 preventive mediation cases handled in 2004 were disposed, translating to a 93% disposition rate. Some 593 cases were settled for a settlement rate of 83%, the same settlement rate achieved in 2003.

It took the Board 28 days to settle a preventive mediation case in 2004, one day faster than the 29 days it took to settle PM cases in 2003.

The settlement of 593 cases resulted in the facilitation of P243,798,038.04 in CBA package for 4,825 workers, while 52,45 workers were granted P33,338,857.46 in separation pay. In 2003, some P60,878,650.56 was facilitated for 4,011 workers.



### Notices of Strike/Lockout

Five hundred-fifty-eight new cases were filed in 2004, 8% lower than the 606 cases filed in 2003. Added to the 71 cases carried over from 2003, the Board handled some 629 NS/L cases during the year.

Of the 629 strike/lockout notices handled, 554 were disposed, 439 of which were settled for a settlement rate of 70%. In 2003, the Board recorded a settlement rate of 73%.

Notices of strikes/lockouts were resolved in an average of 39 days, three days faster than the 42 days achieved in 2003.

Some 21,064 workers benefited from the P1,452,628,105.19 in monetary benefits in CBA packages that resulted from the amicable settlement of 439 notices of strike/lockout and a separation pay of P27,743,446.68 in a total of 2,538 workers. In 2003, 12,861 workers benefited from a total of P602,470,063.52 in monetary benefits and CBA packages as a result of case settlement.

Table 3. Regional Distribution of Notices of Strike/Lockout and Workers Involved: 2004

REGION	NO. OF NOTICES OF STRIKE/ LOCKOUT FILED	WORKERS INVOLVED
NCR	329	67,372
CAR	3	399
RB-1	1	81
RB-2		
RB-3	54	27,785
RB-4	99	13,761
RB-5	1	17
RB-6	5	591
RB-7	37	6,008
RB-8	4	120
RB-9	2	79
RB-10	4	602
RB-11	8	1,683
RB-12	7	4,938
RB-13	4	1,169
TOTAL	558	124,605

**Capability Building on Conciliation-Mediation Program**

A 2-day Seminar on Labor Management Cooperation, Grievance Settlement and Voluntary Arbitration was held on March 11-12, 2004 to ensure the effective involvement of the con-meds not only in the conciliation-mediation of cases but also in the promotion of the two other programs of the Board, the Labor Management Cooperation and Voluntary Arbitration. It benefited the twenty-nine (29) Conciliator-Mediators and Regional Branch Directors of the Board. This is the proactive approach identified that would help labor and management strengthen their plant-level dispute resolution systems. The seminar consisted of workshops and exercises where the conciliator mediators identified their entry points in the promotional initiatives as well as specifically defined their respective roles in these endeavors.

The seminar's output provided for a list of commitments that the conciliator mediators would undertake to further define their respective roles.

Likewise, a two-day seminar on Labor Dispute Settlement was held in Pampanga on September 10-11, 2004 pursuant to the Memorandum of Agreement between the Clark Development Corporation (CDC) and the National Conciliation and Mediation Board (NCMB) to stabilize the labor relations climate in the industrial zone. The effectiveness of conciliation-mediation, the processes involved and the conciliation-mediation techniques were discussed among the 12 Labor Standards and Labor Relations Officers of the CDC Customer Service Department.



The training endeavors to prepare the CDC staff to be more competent and knowledgeable on their task of providing effective and efficient service to the locators and investors within the zone, which promises and generate employment for Filipinos.

**Workshop on the Performance Evaluation System of Conciliator-Mediators**

A one-day workshop on Performance Evaluation System of the Conciliator-Mediators was held on June 18, 2004, participated in by the NCMB top officials, Regional Directors of NCR, RBs III and IV and one of their respective con-meds and the LMC and VA Divisions of the Central Office. The purpose of the workshop was to revise the existing PES of the Con-Meds to include therein indicators measuring their involvement in the LMC and VA Programs.

## LABOR-MANAGEMENT COOPERATION

The sustained efforts in the promotion of alternative approaches to labor dispute prevention and settlement particularly the institutionalization of plant-level mechanisms for communication, cooperation and greater worker participation resulted in greater outputs for the Board in terms of the implementation of the LMC program. Some 152 new LMCs were facilitated in 2004, 83% higher than the 83 LMCs facilitated during the same period in 2003. This brought the total existing and active LMCs nationwide to 915 as of December 31, 2004, benefiting some 304,622 workers. The 915 active LMCs are 7% higher than the figure in 2003.

A total of 397 LMCs were likewise strengthened/enhanced, exceeding the 2004 target of 262 by 52%. The figure is 30 LMCs or 8% higher than the number of LMCs strengthened/enhanced in 2003.

Table 5 . New and Existing LMCs by Region: 2004

REGION	NEW LMCs	EXISTING LMCs
NCR	25	314
CAR	4	16
RB-1	6	25
RB-2	0	16
RB-3	6	60
RB-4A	15	119
RB-4B	4	0
RB-5	1	17
RB-6	17	76
RB-7	18	64
RB-8	2	34
RB-9	3	11
RB-10	11	62
RB-11	24	50
RB-12	13	40
RB-13	3	11
TOTAL	152	915

### **Highlights of Activities in the Regions**

The NCMB provided support during the 1st Quarter General Membership Meeting of the ASAPP, Inc., the NCR LMC Association on March 18, 2004. Fifty-one LMC practitioners attended the meeting where a learning session on the "Overview on the Salient Features of DO 53-03 on the Guidelines for the implementation of a Drug-Free Workplace Policies and Programme for the Private Sector" was also conducted.

On the other hand, the CAR Association of Labor-Management Advocates (CALMA), Inc. joined the National Academy on Voluntary Arbitration (NAVA) and the Personnel Management Association of the Philippines (PMAP) in the conduct of trainings on the 'Do's and Don'ts in the Outsourcing of Work and in the Termination of Employees' Services held at the Rajah Soliman Hotel and Restaurant on 18-19 March 2004.

NCMB Region 2 likewise held a one-day Regional Convention on Labor-Management Cooperation at the Orchid Plaza, Ilagan, Isabela on August 26, 2004. One hundred and two management and union officers/members from both unionized and non-unionized establishments attended the affair.

NCMB RB 3 also briefed three of its personnel on the LMC program as part of their preparation in manning the three new extension units of the Regional Office in Bataan and Zambales.

In Region 6, the LMC-Negros Occidental Chapter (LMC-NOC) conducted a motorcade around the city to promote people's awareness about the program in celebration of the LMC week. An outreach program at the Mother Theresa Foundation followed the activity where participating companies donated goods and cash to the home of the aged. The celebration's culminating activity was held at the Sta. Fe Brgy. Granada where a symposium on Laws and Jurisprudence on Labor-Management Relations was held. AVA Valenzuela acted as a Resource Speaker in the activity that was attended by 15 companies.

In Region 10, the LMC Practitioner's Organization of Region 10 and the LMC Practitioners' Association of Iligan/Lanao del Norte joined forces on August 27, 2004. The new organization created an Executive Committee (EXECOM) to oversee the affairs and activities of the newly consolidated organization. The EXECOM is composed of President, VPs for labor and management and one Board of Director of the respective organizations. The NCMB represented by Director Florido Akut acts as Chairman of the EXECOM, which ensures that LMC activities, plans and programs being carried out by the two organizations are synchronized so that there would be no overlapping of schedules.

---



## LABOR-MANAGEMENT COOPERATION

In Region 13, NCMB conducted a plant-level seminar at PICOP Resources, Inc. It was a Joint LMC Skills Training and Grievance Machinery Enhancement Seminar. Sixty participants composed of 30 personnel, 16 department managers and 14 union officers attended.

### Other Activities Relating to LMC

The NCMB took active participation during the conduct of the Symposium on Enforcement of Labor Standards at the Bayview Park Hotel, Roxas Boulevard, Manila on March 31, 2004. The activity was meant to provide the participants with a comprehensive overview on the role of union and management in the "New Labor Standards Enforcement Framework" embodied in D.O. 57-04 issued on January 7, 2004. Eighty-four participants representing 45 companies from NCR and Region IV attended the symposium.

The NCMB also extended Secretariat support during the 3rd PHILAMCOP General Assembly cum LMC Trainer's Training at the Crown Regency Suites, Mactan, Cebu on November 10-12, 2004. Some 29 participants attend the training including 9 PHILAMCOP national officers and 20 regional LMC practitioners.

The NCMB conducted, in coordination with the PHILAMCOP, the Strategic Planning for the LMC Program for 2004-2005 at the Casa Marinero, Intramuros, Manila on January 22, 2004. The activity was organized in an effort to strengthen local LMC associations and enhance networking among them, in addition to mapping out strategies for the implementation of PHILAMCOP's plans for 2004-2005.

### Industry Tripartite Councils

The NCMB provided secretariat support during the meetings of the industry tripartite councils. It was able to extend support during six meetings of the Hotel and Restaurant Tripartite Consultative Body, including a cross-cultural learning program conducted by the HRTCB at the Department of Tourism. The Board also provided assistance in the monitoring of actual strikes, notices of strike/lockout and preventive mediation cases in the hotel and restaurant industry.



## LABOR-MANAGEMENT COOPERATION



The NCMB also extended assistance during the nine meetings conducted by the Banking Industry Tripartite Council. Among the activities the conducted by the Council in 2004 were as follows:

1. Researches on living wage in the banking industry (in coordination with NWPC), impact of technology and other change factors on employment and working conditions in the Philippine financial services (in coordination with ILS)

2. BITC seminars on LMC, new trends in labor relations and CBA negotiations,

and productivity improvement in the banking industry.

Learning sessions were likewise conducted during some of the meetings of the BITC. These learning sessions included topics on Department Order No. 53-03 re Guidelines for the Implementation of a Drug-free Workplace Policies and Programs for the Private Sector (in coordination with the OSHC), DO No. 57-04 on New Inspection Rules (in coordination with BWC), Briefing on New Technology in Banking (in coordination with BCPM) and CBA Settlement (in coordination with the NCMB).

The Garments and Textile Industry Tripartite Coordinating Board (GTITCB) also met on July 6, 2004 in an effort to reactivate the Board. The Board was renamed Clothing and Textile Tripartite Council.



## **VOLUNTARY ARBITRATION**

### **VOLUNTARY ARBITRATION**

Case submission to voluntary arbitration reached 152 in 2004, equivalent to 90% of the target of 195 cases. The figure is 23% lower than the 227 new cases in 2002.

More than half (65% or 99 cases) of the new VA cases originated from conciliation-mediation, while 42 or 28% were submitted directly by the parties. Nine cases were referred by the NLRC and two others were facilitated through the FLAVAS. During the same period in 2003, 95 of the 176 new VA cases originated from conciliation-mediation, with 53 cases being submitted directly by the parties. Twenty-three cases originated from the NLRC while five cases came from the FLAVAS.

One hundred sixty-six cases out of the 270 total cases handled in 2004 were disposed, resulting to a 61% disposition rate during the period, the same as the disposition rate posted during the same period in 2003.

Reckoned from the date the case was submitted to voluntary arbitration, VA cases were disposed at an average of 188 days in 2004, 29 days longer than the figure in the preceding period. Average days to decide also improved, from 42 days in 2003 to 41 days in 2004.

A total of P19,249,127.95 in monetary benefits was facilitated for 275 workers in 11 decided cases compared to PHP 5,804,841.76 for 178 workers in 2003.

Some 61 decisions or 42% of the 145 decisions handed down by Accredited Voluntary Arbitrators were appealed during the year, bringing the total cases pending with the Court of Appeals (CA) to 157. Of this number, 45 were disposed by the CA. The CA affirmed 36 of these cases; five were reversed for review, one was modified, two were remanded to the arbitrator and one was amicably settled.

Availment of Voluntary Arbitration Subsidy amounted to P846,000 for 87 cases, benefiting 77 unions and four management. The amount is lower than the P978,000 subsidy entitlement for 117 decided VA cases in 2003.

The Board has also facilitated the settlement of a voluntary arbitration case referred by the NLRC involving Norwegian Cruise Line Ltd. And Norwegian Seamen's Union (NCLL) and AMOSUP, which paved for a settlement package amounting to \$1,487,500 to 5 Overseas Filipino Workers (OFWs).

### **FLAVAS PROGRAM**

The Free Legal Aid and Voluntary Arbitration Services (FLAVAS) continued to be an option for individual complainants as well as an entry point for regular voluntary arbitration cases. Of the 386 FLAVAS requests facilitated in 2004, six matured into regular VA cases.

Added to the carry-over cases of 30, some 386 FLAVAS requests were processed in 2004, of which 345 were disposed. Of the disposed cases, 203 were settled at the level of the NCMB resulting to the facilitation of P2.6M in monetary benefits awarded to 284 workers.

In 2003, some 465 new FLAVAS requests were attended to, bringing the total cases handled to 511. Of this number, 481 were disposed in which 278 were settled and 198 were either dropped or withdrawn. Monetary benefits were placed at P5.5M benefiting 461 workers.

### **OTHER RELATED ACTIVITIES**

The National Academy on Voluntary Arbitration (NAVA) led by its President, Dr. Rene E. Ofreneo, held its "2004 Action Planning Session" with PAVA-NAVA Arbitrators Francis V. Sobrevinas, Delia Uy-Nicolasora, Angel A. Ancheta, Teodorico P. Calica, NCMB Administrator Romeo A. Young, Deputy Executive Director Reynaldo R. Ubaldo and the Voluntary Arbitration Division staff at the Fishing Village, Roxas Boulevard, Manila on January 24, 2004.

Among the projects undertaken by the NAVA for the year included: (1) Accreditation Seminar for would-be AVAs; (2) Professionalization Seminars for active AVAs; (3) MCLE Seminars (with PAVA) and (4) Varied projects with ECOP, ILO, ACILS, SOLAIR, NCMB and its Regional Branches, PHILAMCOP and its Chapters, PAVA and its Chapters, SBMA, CDC, CIPAG, etc., electric coops and schools and other institutions.

On February 20, 2004, the officers of the Philippine Association on Voluntary Arbitration IV (PAVA IV) and the Southern Tagalog LMC Practitioners (STAR-LMCP) were sworn in office by NCMB Acting Executive Director Romeo A. Young in a simple ceremony held at the NCMB Calamba Office.

The regional chapters play important roles because they serve as the implementing arm through which the programs and projects on voluntary arbitration and labor-management cooperation are carried out in the regions.

Also, the Executive Officers of the Philippine Association on Voluntary Arbitration, Inc. (PAVA) held its First Quarter Meeting at the VA Center, Intramuros, Manila on February 21, 2004. Issues discussed involved the internal operations of the organization, as well as the conduct of the 8th National convention on Voluntary Arbitration which was later cancelled due to lack of funding.

## VOLUNTARY ARBITRATION



Moreover, a two-day Visioning and Strategic Planning Workshop on Voluntary Arbitration was conducted at the First Villa Cristina Hotel and Resort in Antipolo City on February 26-27, 2004 by the Board together with the Tripartite Voluntary Arbitration Advisory Council (TVAAC).

The said affair was held primarily to set the TVAAC's vision and mission on voluntary arbitration program based on identified strengths, weaknesses, opportunities and threats relative to the administration of the program.

To achieve its vision statement, the TVAAC came up with a STRATEGIC PLAN to address the issues/concerns affecting voluntary arbitration program, namely: 1) Inadequate Rules and Procedure on voluntary arbitration including the Accreditation and De-listing of AVAs; 2) Reluctance of parties to avail of VA; 3) Gaps in the Law; and 4.) Lack of resources.

The exercise yielded the adoption of the vision statement: "Tripartite Voluntary Arbitration Advisory Council (TVAAC) is the leading and dynamic advocate for the promotion of Voluntary Arbitration (VA) as an ideal mode of dispute resolution."



On March 23-24, 2004, the NCMB National Capital Region conducted a Special Area-wide Seminar on Voluntary Modes of Labor Dispute Prevention and Settlement, in coordination with the Quezon City Industrial Relations Office, Office of the Mayor, Quezon City. A total of 18 labor and 54 management representatives from 36 companies belonging to both the unionized and non-unionized sectors participated in the activity. The seminar is tied-up with the local government's 7th Industrial Relations Seminar.



## **VOLUNTARY ARBITRATION**

Also, a Grievance Machinery Enhancement Program was conducted by the NCMB-NCR in tandem with the Quezon City Government on September 24, 2004 to intensify the operationalization of the grievance machinery and voluntary arbitration program. Forty-two (42) companies based in Quezon City benefited from the seminar-workshop. Sixty-six participants from seven (7) unionized companies and 35 non-unionized companies, 1 labor federation strengthened/ enhanced their knowledge on the following topics discussed during the seminar workshop: Management Prerogatives and Limitations and Workers Rights and Obligations, Company rules and regulations/Personnel Discipline and Grievance Handling specifically under Department Order No. 40-03.

### **AREA-WIDE SEMINARS**

In connection with the Board's intensified plant-level promotional initiatives, a special seminar on the Voluntary Modes of Labor Dispute Prevention and Settlement was held for the Universal Robina Corporation (URC) Group of companies. However, other labor and management representatives who have heard of the seminar signified interest, and later joined the URC group. A total of sixteen (16) companies partook in the event with 43 labor and 15 management representatives actively participated. The topics included Labor Standards, Comprehensive Dangerous Drugs Act, Solo Parent Act, and the programs of the Board: Conciliation-Mediation, Grievance Machinery and Voluntary Arbitration and Labor Management Cooperation.

An area-wide seminar was conducted on March 25-26, 2004 at the NCMB Regional Branch No. IV Calamba office. The topics discussed include the three program areas of the Board, topics on post-employment, workers rights and obligations, management prerogatives and the Sexual Harassment Act. Eleven labor and ten management representatives from 10 companies attended the seminar.

A special seminar on Conflict Management, Grievance Procedure, LMC and Other Plant-Level Dispute Resolution System was held in DOLE Philippines, Polomok South Cotabato on May 28-29, 2004. Thirty-six (36) union officers representing the local chapters of NAFLU-KMU, ALU-TUCP and NFL, as well as 15 management representatives participated in the seminar.

Two Seminars were held in coordination with the National Academy on Voluntary Arbitration (NAVA) and regional LMC associations.

1. A Seminar on Strategic Labor-Management Partnering, Positive Handling of Discipline and Grievances and Interest-Based Bargaining was held at the Villa Caceres Hotel, Magsaysay Avenue, Naga City on June 10-11, 2004. Sixty-eight (68) labor and management representatives participated in the seminar which tackled the following:

- o Sustaining cooperative labor-management partnership, for work is a cooperative

## VOLUNTARY ARBITRATION

undertaking by nature,

- o Professional handling of disciplinary cases and employee grievances, for the absence of such professionalism often leads to unpleasant, time-consuming and disruptive developments, and

- o Transforming collective bargaining into win-win interest-based one, for the purpose of bargaining is precisely to promote industrial peace, higher productivity and better relations.

2. A Seminar on the Do's and Don'ts in the Outsourcing, Termination and Rightsizing (OTR) of Employee Services was also conducted by the PAVA and the NAVA on June 23-24, 2004 at the Bayview Park Hotel, Manila in coordination with the PAVA-NCR Chapter, the "A Society of Advocates for Peace & Progress, Inc. (ASAPP)" and "The Philippine Association of Local Service Contractors (PALSCON)" in coordination with the NCMB-Central Office. Thirty-four (34) HR/IR and labor representatives attended the seminar. Topics discussed during the seminar include the following:

- o Outsourcing, downsizing and other rationalization measures under globalization: emerging trends, practices, issues and concerns in the Philippines;

- o Downsizing and contracting out of services: are there limits under the law and what the legal and non-legal pitfalls to watch out for;

- o Latest jurisprudence on termination and remedies in illegal dismissal cases; and

- o Managing post-employment and clinic on handling of labor cases related to outsourcing and downsizing



## VOLUNTARY ARBITRATION

### Personnel Administration

Out of the 248 plantilla positions, 203 were filled up as of December 31, 2004.

Twenty-one appointments were issued during the year, broken down as follows:

New appointment - 1  
Promotion - 18  
Renewal - 1  
Casual - 1

Two employees retired while four others transferred to other offices, two resigned from the service while one was dropped from the rolls.

### Staff Development

Foreign seminars/training

Under its Staff Development Program, the Board facilitated the participation of one official to a foreign seminar/training in India on October 11-29, 2004 to gain additional knowledge on Labor Administration and Employment Relations in a Global Economy.

Local scholarship trainings/seminars

a) Inside NCMB-DOLE

A total of 115 personnel benefited from the following in-house training programs conducted by the Board during the year:

TRAINING PROGRAM	No. of Participants
1. Team Enhancement Workshop for CO and RB III Personnel	79
2. Basic Management Course for Selected DOLE Middle Managers	7
3. Workshop on the Performance Evaluation System for Conciliator-Mediators	16
4. LMC-VA for Con-Med	33
5. Appreciation Course on Labor Laws (Module I)	18
6. Appreciation Course on Labor Laws (Module II)	14



## MANAGEMENT AND SUPPORT SERVICES

### b) Outside NCMB-DOLE

The Board also made possible the realization of six outside training programs that benefited nine employees.

#### TRAINING PROGRAM

#### No. of Participants

CES "Diwa ng Paglilingkod"	1
Applications Development for Non-Programmer (MS Access 2003)	1
Web Studio Adobe Photoshop	2
Seminar-Workshop on Administrative Discipline	3

#### WELFARE AND BENEFITS

Two hundred and eight officials and employees of the Board were provided health maintenance services in 2004. Also, loyalty cash awards were given to six NCMB employees who have rendered 25 years of continuous and satisfactory service.

Further, 36 employees who have rendered 10 and five years of service were granted loyalty cash awards.

Two employees were granted retirement awards, while 66 others were issued Notices of Salary Step Increments.

Forty-five Central Office employees were issued certificates of employment and compensation while service records were prepared and released to sixty-five others.

The Central Office also facilitated loan applications (salary, policy, etc.) of 35 employees with the GSIS, Pag-ibig Fund, etc.



**FINANCIAL AND MANAGEMENT**

Total appropriations for 2004 as provided for in the General Appropriations Act (GAA) amounted to P88.255 million. However, the total allotment released by the Department of Budget and Management (DBM) amounted only to P88.238 million.

A 97.22% utilization rate or a total of P85.786 million utilization was recorded for the year. Of the total utilization, P53.743 was incurred for Personal Services (PS) while P30.332 million was spent for Maintenance and Other Operating Expenses (MOOE).

**MAINTENANCE OF LIBRARY/IEC MATERIALS**

During the year, the Board purchased 62 volumes of Supreme Court Reports Annotated (SCRA Volume 368-429) and 2 SCRA Quick Index (2001-2002) for the library. Also purchased were 1994 Philippine Standard Industrial Classification (PSIC) and 1994 amendments to the 1994 PSIC. A total of 25 books were donated from outside sources.

Due to austerity measure, only three (3) newspapers were subscribed daily by the Board. Most of the labor-related news articles are sourced from the internet. Researches who need IEC materials like primers and strike updates are referred to the website to download the same for reference.

**MANAGEMENT INFORMATION SYSTEM**

The Board continued to provide information to its stakeholders through the internet. Updates on strikes/lockouts, notices of strike/lockout, requests for preventive mediation, labor-management cooperation committees and voluntary arbitration cases were done regularly. Downloadable primers and handouts about the NCMB's programs were also made available in the web.

In line with the implementation of the NCMB's Information Systems Strategic Plan, local area networking (LAN) was installed during the year in the National Capital Region Branch of the Board. Four (4) workstations were connected to the hub in the Head Office for better and faster networking.

---

### OTHER ACTIVITIES IN 2004

The Board 16th foundation anniversary was celebrated during the first week of January 2004. It was simply celebrated with a mass held at the Central Office attended by the officials, staff and some guests.

A 2-day Mid-Year Performance Assessment (MYPA) was conducted on July 7-9, 2004 in Zambales. It was participated in by all the Regional Directors and officials of the Board to review the accomplishments for the first six months of 2004. Also discussed were the problems/issues affecting the operation of the Board. The assessment served as the Board's basis in the formulation of the forecast for the coming year.



The rest of the Central Office and RB III staff joined the officials and Regional Directors in Zambales for the Team enhancement Workshop following the MYPA. It was a two-day activity full of fun and surprises as each interacted with one another in the spirit of camaraderie and teamwork.



**MANAGEMENT AND SUPPORT SERVICES**

## MANAGEMENT AND SUPPORT SERVICES



The NCMB joined the DOLE in the celebration of its 71st founding anniversary every December 8. This year, it was celebrated with the theme, "Hatid Saya sa mga Batang Lansangan at mga Batang Manggagawa." The celebration was different from the prior years as it was celebrated with the child laborers and street children in Caloocan, Malabon, Navotas and Valenzuela (CAMANAVA) to give them a chance to experience the spirit of Christmas even for just a day. About 300 children and parents

were gathered at the Caloocan City High School where a short program was prepared for them after the mass. A livelihood seminar on soap making was conducted for the parents of the street children. It was a fun-filled day with the children and their parents participating in the games, entertained by a mascot as food is served and gifts shared. Caloocan City Mayor Enrico H. Echeverri graced the occasion. The event was a rewarding experience for both the street children and child laborers, and the DOLE employees especially from the NCMB, NWPC and DOLE-NWPC and DOLE-NCR who co-sponsored the activity.

