

March 2019

IN TOUCH

Vol XVII Issue 41

A Newsletter for our Partners and Friends



**FCU SOLUTIONS, INC.
@ 20 YEARS**

#UPDATES: COMPLIANCE OBLIGATIONS

Learn about new the legal requirements - DO 198, DPWH DO 10, new IRR of CPD Law, and Extended Maternity Leave (EML) Bill p. 03

#KONMARI METHOD IN THE WORK PLACE

Check out these tips in applying the KonMari method in your own career p. 05

#PRODUCTIVITY: HUMAN ENERGY MANAGEMENT

Face the truth about your limited human energy and how to take advantage of it to make the most of your capacity to be productive p. 13

FROM THE EDITORS



Happy New Year!

Vern McLellan once said, “What the New Year brings depends greatly on what you bring to the new year”.

For the first issue of In Touch Newsletter this year, we are bringing new concepts to your new year! KonMari Method and Human Energy Management are simple concepts that are often neglected even though they have the potential to revolutionize workplace efficiency. Read on! as these fresh topics bring positive change to your growing organization.

We are updating you of the latest compliance obligations. Thus we prepared for you a section to have your questions answered for the recently released DO 198, the DPWH DO 10, the new IRR of CPD Law, and the Extended Maternity Leave (EML) Bill.

We hope to add insights to you through these articles. This 2019, FCU Solutions, Inc. will strive to be better in order to serve you better. Happy reading and let's stay In Touch!

-Badette and Gems

WHAT'S INSIDE?

Message from the Editors *p.2*

Updates: Compliance Obligations *p.3*

New Partners *p.4*

6 Lessons from #KonMari that You can Apply to Work and Career *p.5*

FCU In Action: Trainings & Seminars *p.9*

Embracing our Humanness to Increase Productivity *p.13*

Certified Clients *p.15*

What Our Clients Say *p.18*

UPDATES: COMPLIANCE OBLIGATIONS

D.O. 198: IRR OF R.A. 9158

AN ACT STRENGTHENING COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH STANDARDS AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF



- All PPE shall be of appropriate type as tested and approved by DOLE based on its standards
- Usage of PPE shall be based on the evaluation and recommendation of the Safety Officer as a result of the workplace hazard assessment
- Issuance of **Work Stoppage Order (WSO)**, when necessary, based on the requirements and procedures provided by the OSH standards
- **Worker's Right to Know:** A re-orientation on safety and health for work in high risk establishments must be conducted regularly, not less than once a quarter

DPWH D.O. 10 GUIDELINES ON THE ACCREDITATION OF THE CONTRACTORS' AND CONSULTANTS' PROJECT ENGINEERS



- Effective **January 02, 2020** only accredited project engineers of the contractors and consultants may be assigned to supervise DPWH projects
- Eligibility: must be a registered and licensed Civil Engineer, including foreign applicant
- At least **two (2) examinations per year to be held in February and July** at the DPWH Central Office in Manila

Criteria	Points
a. Education and Eligibility	Pass/Fail
b. Accreditation Examination	35 pts
c. Training and Experience	35 pts
– Training	10 pts
– Experience	25 pts
d. Performance Evaluation	30 pts
Total	100 points

NEW IRR OF R.A. 10912

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LAW OF 2016

- A **transition period** shall be provided to develop the necessary processes, protocols, standards, capacity and infrastructure.
- In-house training programs and capacity-building activities shall be credited.
- **During the transition period**, (1) OFWs shall not be covered by the requirement; (2) newly licensed professionals are exempted from the CPD requirements during their first renewal; and (3) required CPD units shall not be more than 15 units.



EXPANDED MATERNITY LEAVE BILL

- Maternity leave is now **105 days (with pay)**, with the option to extend for 30 more days (without pay) after giving birth
- Seven (7) days of the 105 days may be transferred to the father
- Additional 15 days will be granted to single mothers



New Partners



Eureka Home Appliances
(ISO 9001:2015)



Tarlac Montessori School
(ISO 9001:2015)



RASA Surveying Instruments
(ISO 9001:2015)

Ching Bee Trading Corporation
(System Design and Documentation)



Ascentia Construction, Inc.
(ISO 9001:2015)



Stone of Hope Builders & Development Corporation
(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018)



Tamiya Philippines, Inc.
(ISO 9001:2015)

Kian Tek Rubber Factory Corporation
(ISO 9001:2015)



Maharlika Agro-Marine Ventures Corp.
(ISO 9001:2015)

Coastland Construction and Development Corporation
(ISO 14001:2015 & ISO 45001:2018)



Eaglestar Security Services, Inc.
(ISO 9001:2015)

6

Lessons From Marie Kondo's Netflix Show You Can Apply To Work And Career

by *Monica Torres*



On Netflix's new show "Tidying Up With Marie Kondo," people purge mountains of their possessions and get their lives organized under the guidance of tidying expert Marie Kondo.

The show is based on her book, *The Life-Changing Magic of Tidying Up*, which sold millions of copies and made her "KonMari" method into a verb.

Watching the show may inspire you to tackle the clutter outside your home, too. Once you are trained to notice disorganization, you start to see that mess is everywhere.

Consider the messiness in jobs: Colleagues can be sloppy, desks can get cluttered, unread emails can pile up, and disorganized management can tell you one thing and then mean another.

Even if your job does not spark joy, there are ways to apply Kondo's methods to your career to make each day a little easier to bear.

Source: https://www.huffpost.com/entry/marie-kondo-konmari-at-work-tips_n_5c3caeffe4b0922a21d71a22

6 Lessons From Marie Kondo's Netflix Show You Can Apply To Work And Career

1. Before you can do, you must visualize

Each episode of the show starts with Kondo asking her messy clients why they want to get tidy now.

Before you clear out your desk and delete your inbox, consider why you want to get organized. Do you feel like you spend more time writing emails than actually doing your job? Does looking at your to-do list stress you out? Your intentions will help you commit to actually sticking to your word.

“How do you want to feel when you walk into the office?” is a question to ask yourself, said Jenny Ning, a professional home organizer and Kondo's first U.S.-based employee.

2. Streamline your stuff

Kondo recommends storing similar items together. To figure out what should stay, commit to intentionally discarding all paper that doesn't have a clear purpose, suggested Kristyn Ivey, a certified KonMari consultant. She recommends three categories.

“Store paper that needs action, paper you will need for a limited period of time and paper you need to keep indefinitely,” Ivey said. “Try to organize your archives in simple, high-level categories. For example, ‘Active Projects,’ ‘Administrative’ or ‘Reference Materials.’”

This applies to digital “paper,” too. Your tidy desk does not mean your work is done if your emails are a hot mess.

3. Pay attention to your feelings about jobs

Above all, the KonMari method teaches you to notice and be honest about how you are feeling about your environment. These are emotions that may not be encouraged in an unfeeling office but are necessary to be aware of if you want to find and keep a fulfilling career.

The things that do and do not spark joy can be clues for career development, said Tricia Fidler, a certified KonMari consultant. “‘Why don't I like this particular assignment?’ Keep asking why. These questions can lead you to areas that do spark joy,” she said.

Ning took the lessons in Kondo's book to heart and quit her finance job to commit to her ideal vision of her life. The method taught her to confront feelings about her career head-on. “Honestly, I felt like a robot. I'm much more in tune with my feelings [now],” she said.

She advises people in joyless jobs to recognize and respond to their own emotions.

“The point is not to feel guilty about the potentially ‘wasted years,’” she said. Instead, employees can reframe that self-blame into a more positive answer: “Now I have the motivation to look for what is actually interesting.”



6 Lessons From Marie Kondo's Netflix Show You Can Apply To Work And Career

4. Focus on your needs first

In the first episode of the show, client Rachel comments on her husband's beloved old shirt with, "When's the last time you wore it?" Kondo gently reminds her to focus only on her own pile of clothing.

That's a prioritization lesson you can apply to your own career. "One thing that is very fundamental in our method is taking care of yourself first," Fidler said. "Many work cultures are finger-pointing. 'It's their fault.' 'It's my boss' fault.' 'I have to share a cubicle with someone I don't want to get along with.' Similar things happen in the home all the time."

Fidler advises employees to focus less on the mess of their co-workers and companies, and more on actions they can actually take to feel in control of their careers. You may not be able to change your boss, but you can make adjustments to get the career you actually want.

"You may not be able to change your boss, but you can make adjustments to get the career you actually want."

5. Be grateful for the lessons



Inevitably, careers are filled with meetings, colleagues and jobs that do not spark joy but you still must endure. On the show, Kondo said the goal of tidying is to learn to "cherish everything that you have." Throughout the season, she asks people to thank items they are letting go in an exercise of appreciation.

Training yourself to recognize what you have each day instead of obsessing over what you do not have can apply to jobs, too. "Even if it wasn't a happy thing, you did have an experience with it. It might have helped you learn something about yourself, which is not always easy," Fidler said.

Be grateful for the lessons in the tedious job under the bad manager, and that acceptance may then help you let go of your debilitating guilt, anger and regrets around those harder lessons.

6. Harness the power of stuff

The KonMari method is not about throwing away everything you own but about being aware of what you most want to keep.

In this way, your most sentimental items that survive a KonMari purge can be a source of strength for you to see when work gets hard. In her book, Kondo says a space that feels good and comfortable to be in can be a "power spot."

Make your desk a personal power spot with cherished items. It could be a picture drawn by your kids, a trinket from a loved one or a certificate that makes you feel proud and accomplished, Fidler said. These personal power spot items can serve as a reminder that this is your world and "you have the power to make it what you want it to be," she said.

Congratulations 20 YEARS



**FCU SOLUTIONS,
INC. NOW
CERTIFIED TO
ISO 9001:2015**





FCU in Action

#ourpassion



CTP Construction and Mining Corporation

ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 Internal Audit Seminar



Hitone Construction and Development Corporation

ISO 9001:2015 Internal Audit Seminar



International Solid Waste Integrated Management Specialists, Inc.

ISO 9001:2015 & ISO 14001:2015 Internal Audit Seminar



FCU in Action

#ourpassion



Alphagold Corporation

ISO 9001:2015 & ISO 14001:2015 Internal Audit Seminar



Ascentia Construction, Inc.

ISO 9001:2015 Awareness & Risk Management Workshop



Coastland Construction and Development Corporation

ISO 9001:2015 Internal Audit Seminar



FCU in Action

#ourpassion



LamAsia Builders and Supply Corporation

Planning Workshop



Maharlika Agro-Marine Ventures Corporation

ISO 9001:2015 Awareness & Risk Management Workshop



Megafoundation International Corporation

ISO 9001:2015 Internal Audit Seminar



FCU in Action

#ourpassion



Stone of Hope Builders and Development Corporation

ISO 14001:2015 & ISO 45001:2018 Awareness Seminar



RASA Surveying Instruments

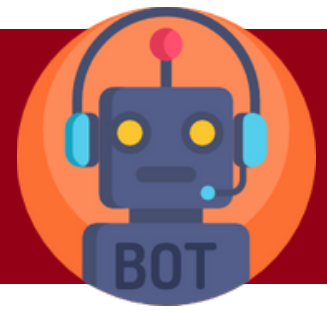
ISO 9001:2015 Awareness Seminar



Allado Construction Company, Inc.

ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 Internal Audit Seminar

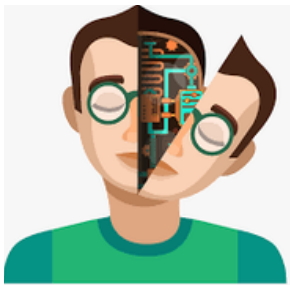
Embracing our Humanness to Increase our Productivity



by Allison Green Schoop

Source: <https://designmind.frogdesign.com/2015/01/embracing-our-humanness-to-increase-productivity/>

Understanding human energy management as a key performance indicator. Many of today's work productivity tools are great...if you are a machine.



The tools we use at work fall short with respect to rest and replenishment. The systems and processes used by today's knowledge workers all serve the goal of accomplishing more in less time. Instead of focusing exclusively on better time management, our tools should pivot to encourage energy management.

Human energy management is the key to the future of work because it sustains human capital over the long term.

The tools we use at work fall short with respect to rest and replenishment. The systems and processes used by today's knowledge workers all serve the goal of accomplishing more in less time. Instead of focusing exclusively on better time management, our tools should pivot to encourage energy management. **Human energy management** is the key to the future of work because it sustains human capital over the long term.

Towers Watson, a human resources consultancy, quantified the business costs: among highly stressed employees, more than half reported feeling disengaged and they claimed nearly twice as many annual sick days. We have reached the point where more no longer equals more. Turnover costs are hard to quantify, but studies suggest that they range from half to three times the previous employee's salary, including the costs of recruitment, training, and the negative cultural impact of the employee's departure.

Embracing our humanness



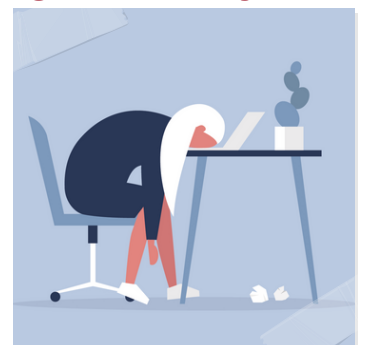
If we embrace what it means to be human, with all our capabilities and limitations, we can actually do more over the long term. But it might mean scheduling less today.

Fundamental to the point of view of a book called "The Power of Full Engagement," by Jim Loehr and Tony Schwartz, is the belief that physical, mental, emotional, and spiritual energy are interconnected and must be constantly monitored and managed in order to get the best out of people.

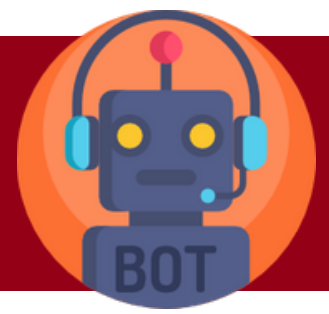
Respecting natural rhythms

Throughout the day, our bodies progress through 90-minute cycles of higher to lower alertness. We also tend to experience our highest levels of focus in the morning, and our lowest levels around 3 p.m., at which time many people reach for an afternoon coffee to override the dip.

There is no multitasking in the world of natural rhythms; focused work intervals are critical to productivity and performance. Studies have shown that one interruption costs on average 23 minutes in lost time to return to the original task and depth of thought.



Embracing our Humanness to Increase our Productivity



Identify and encourage time for rest



We pride ourselves on working nonstop 12-hour days, without even a break for lunch. Yet when Loehr translated findings from his work with Schwartz into training for executive clients, mandatory rest breaks represented the tipping point of performance and productivity despite the executives' (sometimes vehement) reluctance.

Researchers at Loughborough University in England found that a small cup of coffee followed by a 15-minute nap brings greater cognitive benefits than a nap or caffeine alone.

Invest in health

Two energy types are often neglected: physical energy, which relates to getting enough movement, exercise, and proper nutrition, and spiritual energy, which relates to feeling connected to a higher purpose in work or life.



Ron Friedman, author of the book "The Best Place to Work: The Art and Science of Creating an Extraordinary Workplace," recently explained on the Harvard Business Review blog that exercise should be considered part of our job. Surveying the cognitive benefits of exercise—improved concentration, creativity, memory, and mental stamina—it is easy to see why.

Consistency is key here. A stronger "spiritual" offering would be a community service program that allows employees to dedicate at least one hour per week to the calling of their choice.



Energy Management as a success metric

Energy management says that we should be mindful about each thing we schedule and evaluate its overall impact on our sustained capacity for work. The shift from evaluating productivity in terms of time spent to measuring productivity through the lens of energy balance is critical to the success of both the future worker and the future workplace.

The most important element of this mental shift is a company-wide acceptance of the trend. Once the culture establishes energy management as a measure of success, we can begin to develop specific tools and processes to support this objective.

In order to increase engagement, decrease turnover and get the most from employees, employers must reevaluate their priorities and embrace what it means to be human. The future of work requires systems and technologies that are in concert with, not in opposition to, our humanness.

"Many of today's work productivity tools are great...if you are a machine."

Heartfelt Congratulations to our Partners!



LR Tiqui Builders, Inc.

ISO 9001:2015 Recertification Audit



J.M. Lacorte Construction

ISO 9001:2015 Certified



Northern Builders

ISO 9001:2015 Surveillance Audit

Heartfelt Congratulations to our Partners!



PJL Auto Center, Inc.
ISO 9001:2015 Certified



SOCOR Construction Corporation (Cebu)
ISO 9001:2015 Certified



SOCOR Construction Corporation (Manila)
ISO 9001:2015 Certified

Heartfelt Congratulations to our Partners!



MAIR Construction & General Merchandise

ISO 9001:2015 Certified

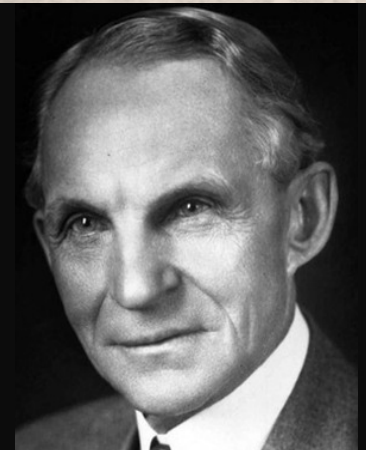


HSO Construction Corporation

ISO 9001:2015 Surveillance Audit

Anyone who stops learning is old,
whether at twenty or eighty. Anyone
who keeps learning stays young. The
greatest thing in life is to keep your
mind young.

— Henry Ford —





*Thank you Agusan del Sur State
College of Agriculture and Technology
for this award!*



“We made it at last!” This is what we all shouted when we passed the certification audit for ISO 9001:2015 last November 18, 2018. We were overjoyed for our sacrifices had finally paid off. I remember our journey; we had to continually meet our daily demands while we were developing our Procedures and Work Instructions, managing our risks, and delivering on our monthly targets. The whole process was very challenging, but it's all worth it in the end. We could not have achieved this victory without the guidance and assistance of FCU Solutions, Inc. FCUSI sent its specialists to teach us about the QMS requirements and to equip us with the skills needed to implement them.

We are convinced that our Quality Management System (QMS) will continually create positive change in our workplace. We are excited for the future as our QMS will also further improve the learning environment of our learners. To God be the glory!

Dr. Juarlito V. Garcines
SUC President III
Agusan del Sur State College of Agriculture and Technology