

***A Study on Manpower Resources  
With 61.90% Non - Productive Activities  
In the Production Area of Globetronics Philippines Inc.***

**A Company Study  
Presented to the Faculty of the College of Technology  
De La Salle University - Dasmariñas**

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# CHAPTER I

## Background of the Study

### Introduction

Globetronics Philippine is a privately owned company by Malaysians, established in the country on 1994. Through industrial demand in the country, the company had set up manufacturing facilities. This located at First Cavite Industrial Estate (FCIE), in Dasmarinas, Cavite. They had an estimated area of 1,500 square meters, along the side of Governors Drive inside processing zone.

The company is considered as a subcontractor for the top most company in the world, especially here in the Philippine branches. Among them are Intel Philippines, Cypress, Analog, Aztec, Temic, etc.

Testing of the product reliability is the major concern of the company, especially to the Intel Philippines. They use burn in process (see definition of terms) to ensure the product reliability. The medium for this process is the bio oven, for Intel products and criteria oven, for cypress products, with an accumulative number of 59 ovens in the area.

The technicians (PM technicians) for equipment is term to be a doer or an action taker for a given technical activity, if he involve a variety of jobs unbounded with his job description is a dispute situation. The company had three (3) available technicians for preventive maintenance activity per regular shift (7:00 AM to 5:00 PM) out of 59 ovens in the area. In the production area these technicians termed as a multi technicians. Because of their ability or capacity to hold a variety of jobs; from PM technician's personnel, to facilities personnel, back up personnel, a planner, purchaser and even a secretary. Means there was no job designation for each technician in the area. Another

thing although the company had a planner, he manage only the production process up to the delivery of parts. He never manages maintenance planning. For this cause, this job tasks/duty is in vacant position in engineering department. The position will directly handles by individual technicians, they will make on their own to survive for given job requirement in a day.

All of the situations occurred in the department creates an extreme percentage of “non productive” activities among technicians for preventive maintenance activity per regular shift. Non productive activities exist due to unavailability of manpower (technician) in the area, job turns to an unattended PM schedule, delay of PM schedule, Job lateness and fallacious documentation to attain the requirement.

All these situations are quietly observe to gather any possible solution for these inefficient causes.

## **Problem Statement**

Through a detailed observation the problem identified as the existence of more than 61.90% of "non-productive" activities in the area among PM Technicians.

## **Objective of the Study**

### *A. General*

- To reduce the 61.90% "non-productive" activities in the area to at least 30% or lower.

### *B. Specific*

- To establish an appropriate job distribution
- To designate job description of both technicians
- To avoid unattended PM schedule
- To minimize delay for PM activity, job lateness
- To control and organize the engineering department
- To avoid fallacious documentation among technicians

## **Significance of the Study**

The completion of the study enables to give benefits and advantage to the following:

- *To the Researchers*

This study has helped the researchers to identify the proper application of the theories learned as Industrial Technology students and to determine the value of on the job training for experiencing real responsibilities. Majoring manpower resource study, these will able to give idea and knowledge to the researchers regarding how a manpower affects or improve a single job organization.

- *To the students*

Aside from as fulfillment of this course, the students would be help in a way that they are provided additional references, which they can use in their future research work. The success of the study will be tangible for them to understand how importance relatively a job description to a proper job designation for the improvement of company.

- *To the Company*

The management can use this research as a basis for the development or be a guide to determine what inputs or factor they did mistakes, especially for manpower considerations.

- *To the Employee*

The study is designed for them; it will serve as a basis for a right job description and designation for better job performance.



## **Scope and Limitations**

The center of the study is within the manpower resources, in the engineering department, initiated in the midst of December 2001 up to the last week of January 2002.

The respondent is limited only with some PM technician personnel. They are Mandy Felizardo and Elmer Tibayan, who takes all the responsibilities in the area, all of the information provided is came from there own experiences.

Researchers tried to be an observer among technicians, although they are assigned with these technicians. From 7:00 AM to 5:00 PM the situation in the production area are quietly observe and take the useful data for research completion.

Here are some observation taken:

1. Determination of non-productive activity among the PM technicians.
2. Determination of productive activity among PM technicians.
3. Identifying unavoidable delay.

## **Methodology**

This contains procedure the researchers had follow for the completion of the research:

- *Procedure*

First the observation has done from the productive activity to non-productive activity of technicians within the period of 10 hours shift per day. Productive activity is the observation of the efficient performances of technician in a period. Non-productive activity is the observation of activities such as necessary break time or undesirable job delays to get parts, instruction or tools.

Then after the determination of problem due to this observation, interviews from respondent are initiated. Among them are Mandy Felizardo and Elmer Tibayan. Who takes all the responsibility due to lack of manpower in the area. Questions being asked are base on the experiences they had during actual operation. Afterwards, the researchers documented some important points and the data that served as a basis for the study.

Among the base of the questions are:

1. Job designation
2. Job distribution
3. Manpower, resources, etc.

- *Instrumentation*

Motion and time study contributed a lot for a study. Using time watch, the productive activity and non-productive of technicians are listed. This data is used to determine the percentage performance of every technician in the area.

### **Definitions of Terms:**

- Preventive maintenance (PM)
  - Commonly done weekly or monthly basis by PM technician's key factor and the prime element for good equipment performance.
  - General cleaning, inspection, maintaining and calibrations among parts of the equipment.
- Burn in process
  - Is a stressing process for screening out the early life failures by a powering a product (IC) at specified constant temperature.
  - Simply testing of the products
  - Its purpose are:
    - a. Infant mortality
    - b. Life test experiment
- Industrial oven
  - Serves as a medium for a burn in process.
  - Commonly run by number of power supplies, that set in a specified temperature.
- Product reliability
  - Products accuracy, strength, firmness and so on.