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Republic of the Philippines DEPARTMENT OF LABOR AND EMPLOYMENT Regional Office No. _____



Labor Laws Compliance Assessment Checklist

Authority No._____

				ccomplished by the Labor Laws Contect compliance with the column to indicate compliance with the column to indicate compliance with the column to indicate compliance with the column term of term								sentative	e of emplog	yer and workers. Please		
Part I				GENER		RMATION										
Name of Es	tablichm	ont		GENERA	Addres									GEO Code		
Nume of La	abilitin	5111			Addree									PSIC Code		
Owner/Pres	ident				Kind of	Business/Eco	onomic Activity	/Principal P	roduct					£ Check if Recruitment/ Manning Agency		
				No. of Apprentices/Learners	Author	ized Capitaliza	ation (As of the	latest date	of audit)	N	umber	of Union	:	SEBA:		
	Employ	ment								N	ame of	Union's	Represent	tative:		
Age Group	Female	Male	Total	-												
Below 15				No. of Aliens Employed	Total A	ssets (As of th	End	:								
15-17 yrs.														or/Subcontractor, if applicable		
18-30 yrs. Above 30				No. of Shifts:	Туре с	of Visit		Type of V	Vorkplace		f Con	struction	fC	ther Service Provider		
Total				No. of Workers/Shift:		t Assessment			nazardous			urity Age				
Date of Las	t Assessr	nent/Visi	t/Investig	ation:		pliance Visit		£ Haza				orial Ag	-			
Name of En	nployer's	Represe	ntative:			IS Investigatio	'n		/-hazardous	s				ss of the principal/s:		
Name of En	nployees'	Represe	entative:			£ 1st asses	_	-	w-up assess							
Part II-A				GENERAL	LABOR		S COMPLIAN									
							1st assessme	nt				Fol	low-up as	sessment		
	_				00	MPLIED		ED CORRE	CTION		COF	RECTE	-			
	C C	eneral l	Labor St	andards (GLS)				Workers	Schedule				Workers	Remarks/Status		
					YES	NO	Amount	Involved	of Correctio	YES	NO	Date	Benefite d	rionano, etatae		
Minimum W	age								Correctio				u			
Ba	sic Wage	•														
Co	st of Livir	ng Allowa	ance (CO	LA), if applicable												
	escribed o-tiered o			0000												
1 VV		Joinpens	ation Sci	ICIIIC												
				r (maximum hours of work shall 4-hour period, Sec. 3, DO 118-12)												
not compen	sable. Sh ovided the	norter me at it is cre	eal period edited as	me-off for regular meals, which is I of not less than 20 minutes may compensable hours of work and												
Weekly Res (6) consecu				4 consecutive hours after every six												
				ly rate for work performed on lay, special or regular holiday)												
shall be pai	d additior	nal 100%	of daily	unworked; work on regular holiday rate; work on regular holiday paid 200% plus 30% thereof)												
shall be pai	d regular	wage pl	us at leas	k no pay; work on special days st 30%; special day work falling on pe paid additional 50% of daily												
performed of	on rest da	ys; addit	ional 509	30% of daily rate for work % for work performed on a rest day 30% of the regular holiday rate of												
Night Shift E hour of work				an 10% of regular wage for each n - 6am)												
	year of s	ervice; c		s with pay per year for those with ble to its money equivalent if not												
Separation & 284 of LC		ere termir	nation is o	due to authorized causes-Art. 283												

			1st assessme	nt				Foll	ow-up ass	essment
General Labor Standards (GLS)	CO	MPLIED	REQUIR	ED CORRE			COR	RECTE		
	YES	NO	Amount	Workers Involved	Schedule of Correctio	YES	NO	Date	Workers Benefite d	Remarks/Status
13th Month Pay (P.D. 851) (not less than 1/12 of total basic salary earned within calendar year. Does not include COLA and other benefits not integrated as part of basic salary. To be paid not later than 24 December of each year.)									u	
Maternity Leave (R.A. 8282) (60 days for normal delivery/ 78 days for ceasarian section; benefit for first 4 deliveries, abortion/miscarriage)										
Paternity Leave (R.A. 8187) (seven days with pay including allowance for the first 4 deliveries; not convertible to cash)										
Solo Parent Leave (R.A. 8972) (not more than 7 working days every year)										
Leave for Victims of Violence Against Women and their Children (R.A. 9262) (10 days with full pay)										
Special Leave for Women (R.A. 9710) (2 months of leave with full pay based on her gross monthly compensation due to gynecological disorder surgery)										
Retirement Pay (R.A. 7641/R.A. 8558) (distinct and separate from SSS benefits) Optional - age 60 but not more than 65 & 5 years of service, Compulsory - age 65 & 5 years of service										
Service Charge (collected by most hotels, restaurants and similar establishments. 85% shall be distributed equally among the rank-and- file employees and 15% for management to answer for losses and breakages and for distribution to managerial employees at the discretion of management.)										
Records Keeping (Employment records e.g. payrolls, DTR kept at workplace for at least 3 yrs.)										
Time of Payment of Wages (wages shall be paid not less than once every 2 weeks or twice a month at intervals not exceeding 16 days)										
Social Security Act of 1997 (R.A.8282 as amended) Registration and Remittance										
Home Development Mutual Fund Law of 2009 (R.A. 9679 as amended) Registration and Remittance										
National Health Insurance Act of 1995 (R.A. 7875 as amended) Registration and Remittance										
Expanded Breastfeeding Promotion Act of 2009 (R.A. 10028) Lactation Station/ Lactation Break										
Anti-Sexual Harassment Law (R.A. 7877)										
Rationalizing the Implementation of Family Welfare Program (D.O. No. 56-03) Family Welfare Program and Family Welfare Committee (mandatory in establishments employing 200 & above workers)										
Alien Employment Permit (D.O. No. 12, series of 2001)										
Child Labor Law (R. A. 9231) Work Permit, employable age, work hours, hazardous works										
Rules Implementing Articles 106 to 109 of the Labor Code (Department Order No. 18-A, series of 2011)				•						
Section 6. Prohibition against labor-only contracting	\square									
Section 7. Other Prohibitions Section 14. Mandatory registration of contractor/ subcontractor								1		
Section 22. Semi-annual reporting Section 30. Presentation of contract/service agreement										
Flexible Work Arrangements (Dept. Advisory No. 2, Series of 2009)										
Social Amelioration Program (R.A. 6982)										
Apprenticeship/Learnership Program (duly appproved by TESDA)										
PWD (Persons with Disability) Accessibility in support of BP 344										
Provisions for Night Workers - R.A. 10151/ D.O. 119-12 (Health- Assessment, Mandatory Facilities, etc.)										

Part II-B.1 OCCUPATIONA	L SAFE	TY AND HE	ALTH STANDA	RDS COM	PLIANCE II	NDICA	TORS			
			1st assessme	nt				Foll	ow-up ass	essment
Occupational Safety and Health Standards (OSHS)	CO	MPLIED	REQUIRE	D CORRE			COR	RECTE		Damarka/Status
	YES	NO	Remarks	Involved	Schedule of	YES	NO	Date	Workers Benefite	Remarks/Status
Registration of Establishments (Rule 1020, OSHS)										
Adequate Aisles/Passageways (sufficient width and height and with signs and markings)										
Good Housekeeping (conditions of floors, walls and storage rooms)										
Emergency Exits (2 per floor with no obstructions)										
Materials Handling and Storage (appropriate labels, dotting and storage)										
Waste Disposal System (waste receptacle and its removal; drainage system)										
Adequate Lighting (in Work Areas, in aisles and passageways)										
Noise Pollution Control (provide appropriate PPE or isolation of work area)										
Proper Ventilation (provision of natural or artificial air supply)										
Radiation Exposure Control (provide PPE, examination of work area)										
Airborne Contaminant Control (provide PPE, improve technical process, improve ventilation)										
Personal Protective Equipment (provision and appropriate training)										
Fire Protection Equipment/Facilities (water tank, fire extinguisher, conduct of fire drill)										
Provide Machine Guarding (railing or casing of moving parts)										
Proper Office Spacing (between workers and machines)										
No Imminent Danger Situation (condition that could cause death or serious physical harm)										
Personal Facilities (separate toilet, supply of potable water, washing facilities, etc.)										
Safety and Health Organization (according to number of employees)										
Safety Officer (accredited by DOLE)										
Health Personnel (first-aider, nurse, physician, dentist)										
Medical Facilities (treatment room, clinic, hospital)										
Emergency Medicines										
Continuing training related to Occupational Safety and Health										
Administrative Reports on Safety and Health										
a. Minutes of Meeting of SHC										
 Employee's Work Accident/Illness Exposure Data (for every accident) 										
 c. Annual Work Accident/Illness Exposure Data (whether or not there is an accident) 										
 Annual Medical Report (health record of program and activities) 										
Registration with Philippine Contractors Accreditation Board (PCAB)										
DOLE Approved Construction of Safety and Health Program										
Construction Safety Signages										
Construction Heavy Equipment (CHE) Testing										
Construction Heavy Equipment Operator TESDA Certified										
Construction Worker's Skills Certificate for Critical Occupations										
Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs (D.O. No. 53-03)										
Guidelines for the Implementation of HIV and AIDS Prevention and Control in the Workplace Program (D.O. No. 102-10)										
Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B (Dept. Advisory No. 05, series of 2010)										
Guidelines for the Implementation of Policy and Program on Tubercolisis Prevention and Control in the Workplace (D.O. 73-05)										

			1st assessme	nt				Fol	low-up ass	sessment	
					CTION				-	bessment	
COMPLIANCE INDICATORS	YES		Remarks	ED CORRE Workers Involved	Schedule of Correctio	YES	NO	Date	D Workers Benefite d	Remarks/Status	
oiler - permit to operate											
ressure Vessel - permit to operate ternal Combustion Engine - permit to operate											
levators and other Related Equipment - with permit to operate											
Power Piping Lines Inspection - permit to operate											
Crane and Hoist Equipment - permit to operate											
lectrical Wiring Installation Inspection (Rule 1210) (Cert. of electrical ispection)											
Part III POEA COMPLIANCE INDICA	TORS F	OR RECRU	ITMENT/MANN	ING AGEN	CIES		1		.		
			1st assessme	nt				Fol	low-up ass	sessment	
COMPLIANCE INDICATORS	cc	MPLIED	REQUIR				CORRECTED		D	Bomorko/Stotu	
		NO	Remarks		dule of ection	YES			Date	- Remarks/Status	
Office Layout & Measurement (at Least 100 sq. m.)											
Notarized Contract of Lease (Indicates validity period, name of the gency as the lessee, complete address, office space measurement, se of premises, authorized signatories)											
Facilities and Equipment	1	•		•							
Basic communication facilities (Telephone, fax machine, computer w/ internet)											
Tables & chairs (Proportionate to no. of personnel & clients)											
Office personnel if registered w/ POEA	1										
Requirements for renewal & annual inspection											
Books of accounts (cash receipts book & cash disbursements book duly registered w/ the BIR, and indicating income & expenses of the agency)											
Official receipts duly registered w/ the BIR indicating permit number											
Latest SSS/Philhealth/Pagibig proof of payment (for seabased agencies)											
Posting of company signboard, valid license, POEA door sticker, Kaukulang Bayad poster, organizational chart & Anti- Illegal Recruitment Posters											
Job openings/vacancies posted within the agency premises (sec 1 & 2 Rule V (SB) & VII (LB) part II of POEA rules											
Interview applicants to check position applied for,status of application, amount/fees charged, nature of charges & other terms & condition of application/employment											
Latest audited financial statements (for annual inspection)											
Presence and Purpose of Foreigner in the agency's premises											
Compliance with the Maritime Labour Convention of 2006 Provision 1.4: Seafarer's Recruitment and Placement)											
an ISO certified (identify certifying body)											
an MLC 2006 certified compliant (identify certifying body)											
Information service on the No Placement Fee Policy											
Documentation of procedures for registration, recruitment,	1			1		1	1	1			

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	Endorsement only of pre-selected seafarers for medical examination to DOH accredited hospitals/clinics duly designated by the company/manning agency without cost to the seafarers								
	Employment/deployment only of seafarers that: (a) have passed the qualification requirements of the employer; (b) have passed the prescribed medical examination; and (c) possessed valid certificates of competency/proficiency for duties on board ship								
	Maintenance of confidential registry of recruited seafarers which contains, among others: (a) Personal Data; (b) Qualification/Competencies; (c) Record of Employment; and (d) Medical Data relevant to employment								
	Employment only of qualified recruitment and selection staff with releavant sea service experience and have relevant knowledge of the maritime international instruments on training, certification and labour standards								
	Implementation of the Standard Employment Contract (SEC) for all recruited and deployed seafarers								
	Orientation of seafarers of their rights and duties under the SEC and CBA where applicable								
	Maintenance of an in-house grievance machinery unit to respond to complaints of seafarers and their families								
	Implementation of a PDOS program pursuant to the standards prescribed by the OWWA, including the information regarding possible problems that may be encountered when employed on ships that flies the flag of a state that has not ratified the convention.								
	Implementation of a Special PDOS specific to principals//employers company policies and ships' technical information/requirement (indicate, if any)								
Part IV	principals'/employers company policies and ships' technical	IAL SAFE	ETY AND HE	EALTH INVEST	TIGATION				
_	principals'/employers company policies and ships' technical information/requirement (indicate, if any)	_		EALTH INVES			DSH viol	ation in Plain View	
*See At	principals'/employers company policies and ships' technical information/requirement (indicate, if any) FINDINGS ON OCCUPATION Imminent Danger Dangerous Occurences tached Government Safety Engineer's Accident Investigation Rep	ort	Accident resu	ulting to Disabli			DSH viol	ation in Plain View	
	principals'/employers company policies and ships' technical information/requirement (indicate, if any) FINDINGS ON OCCUPATION Imminent Danger Dangerous Occurences	ort	Accident resu	ulting to Disabli			DSH viol	ation in Plain View	
*See At	principals'/employers company policies and ships' technical information/requirement (indicate, if any) FINDINGS ON OCCUPATION Imminent Danger Dangerous Occurences tached Government Safety Engineer's Accident Investigation Rep	ort	Accident resu	ulting to Disabli			DSH viol	ation in Plain View	
*See At	principals'/employers company policies and ships' technical information/requirement (indicate, if any) FINDINGS ON OCCUPATION Imminent Danger Dangerous Occurences tached Government Safety Engineer's Accident Investigation Rep	ort	Accident resu	ulting to Disabli			DSH viol	ation in Plain View	
*See At	principals'/employers company policies and ships' technical information/requirement (indicate, if any) FINDINGS ON OCCUPATION Imminent Danger Dangerous Occurences tached Government Safety Engineer's Accident Investigation Rep	ort	Accident resu	ulting to Disabli			DSH viol	ation in Plain View	
*See At	principals'/employers company policies and ships' technical information/requirement (indicate, if any) FINDINGS ON OCCUPATION Imminent Danger Dangerous Occurences tached Government Safety Engineer's Accident Investigation Rep	ort	Accident resu	ulting to Disabli			DSH viol	ation in Plain View	
*See At	principals'/employers company policies and ships' technical information/requirement (indicate, if any) FINDINGS ON OCCUPATION Imminent Danger Dangerous Occurences tached Government Safety Engineer's Accident Investigation Rep	ort	Accident resu	ulting to Disabli			DSH viol	ation in Plain View	
*See At	principals'/employers company policies and ships' technical information/requirement (indicate, if any) FINDINGS ON OCCUPATION Imminent Danger Dangerous Occurences tached Government Safety Engineer's Accident Investigation Rep	ort	Accident resu	ulting to Disabli			DSH viol	ation in Plain View	
*See At	principals'/employers company policies and ships' technical information/requirement (indicate, if any) FINDINGS ON OCCUPATION Imminent Danger Dangerous Occurences tached Government Safety Engineer's Accident Investigation Rep	ort	Accident resu	ulting to Disabli			DSH viol	ation in Plain View	
*See At	principals'/employers company policies and ships' technical information/requirement (indicate, if any) FINDINGS ON OCCUPATION Imminent Danger Dangerous Occurences tached Government Safety Engineer's Accident Investigation Rep	ort	Accident resu	ulting to Disabli			DSH viol	ation in Plain View	
*See At	principals'/employers company policies and ships' technical information/requirement (indicate, if any) FINDINGS ON OCCUPATION Imminent Danger Dangerous Occurences tached Government Safety Engineer's Accident Investigation Rep	ort	Accident resu	ulting to Disabli			DSH viol	ation in Plain View	
*See At Part V	principals'/employers company policies and ships' technical information/requirement (indicate, if any) FINDINGS ON OCCUPATION Imminent Danger Dangerous Occurences tached Government Safety Engineer's Accident Investigation Rep	ort PLOYER	Accident resu	ACTION	ng Injury		DSH viol	ation in Plain View	
*See At Part V	principals//employers company policies and ships' technical information/requirement (indicate, if any) FINDINGS ON OCCUPATION Imminent Danger Dangerous Occurences tached Government Safety Engineer's Accident Investigation Rep SUMMARY OF EM SUMMARY OF EM	ort PLOYER	Accident resu	ACTION	ng Injury		DSH viol	ation in Plain View	

	NOTICE TO T	THE EMPLOYER
in formulating the said action plan to correct the noted deficiencies together with a Form and submit the same to the Regional Office for approval within ten (10) days	a separate Det is after the rece	
Part VI FOR LABOR LAW	COMPLIANC	CE OFFICER USE ONLY
£ 1st Assessment Brief Summary of Findings & Recommendation:		£ Follow-up Assessment Brief Summary of Findings & Recommendation:
Conducted By:		Conducted By:
Name and Position of LLCO Date		Name and Position of LLCO Date
Findings/Recommendation explained to:		Findings/Recommendation explained to:
1 Name & Signature of Employer's Representative	-	1 Name & Signature of Employer's Representative
2 Name & Signature of Employees' Representative	-	2 Name & Signature of Employees' Representative
DOLE PROGRAMS AND SERVICES RECOMMENDED		LABOR RELATIONS CONCERNS
Kapatiran Training and Advisory Visit		Freedom of Association Unfair Labor Practice
Labor and Employment Education Service Basic Occupational Safety and Health Family Welfare Program Labor-Management Cooperation Productivity Improvement Programs ISTIV Bayanihan Program WISE Program Livelihood Assistance Employee's Compensation and Rehabilitation Request Specific Assistance In:		Unfair Labor Practice Cite:
Basic Occupational Safety and Health Family Welfare Program Labor-Management Cooperation Productivity Improvement Programs ISTIV Bayanihan Program WISE Program Livelihood Assistance Employee's Compensation and Rehabilitation	FICE USE ONLI	Cite:
Basic Occupational Safety and Health Family Welfare Program Labor-Management Cooperation Productivity Improvement Programs ISTIV Bayanihan Program WISE Program Livelihood Assistance Employee's Compensation and Rehabilitation Request Specific Assistance In: Part VII REGIONAL OFF STATUS/ACTION TAKEN/RECOMMENDATION:	FICE USE ONL	Cite:
Basic Occupational Safety and Health Family Welfare Program Labor-Management Cooperation Productivity Improvement Programs ISTIV Bayanihan Program UISE Program Livelihood Assistance Employee's Compensation and Rehabilitation Request Specific Assistance In: Part VI REGIONAL OFF STATUS/ACTION TAKEN/RECOMMENDATION: (For monitoring purposes, please indicate the date.) £ Denied Access-Notice of Findings issued £ Issued Notice of Findings	Conducted	Cite:
Basic Occupational Safety and Health Family Welfare Program Labor-Management Cooperation Productivity Improvement Programs ISTIV Bayanihan Program WISE Program Livelihood Assistance Employee's Compensation and Rehabilitation Request Specific Assistance In: Part VII REGIONAL OFF STATUS/ACTION TAKEN/RECOMMENDATION: (For monitoring purposes, please indicate the date.) £ Denied Access-Notice of Findings issued £ For Follow-up Assessment £ Issued Notice of Findings £ For Issuance of Certificate of Compliance £ COC on GLS issued £ COC on OSHS issued		£ For Submission of action plan/Checklist issued Submitted £ For Submission of Status Report Submitted £ For Submission of Status Report Submitted £ For Issuance of Compliance Order Submitted £ Compliance Order Issued Issued £ Appeal Filed Issued £ For Issuance Writ of Execution Issued £ For Publication/ Referral to TCC/ Issuance of TCCLS
Basic Occupational Safety and Health Family Welfare Program Labor-Management Cooperation Productivity Improvement Programs ISTIV Bayanihan Program Livelihood Assistance Employee's Compensation and Rehabilitation Request Specific Assistance In:		Cite: Y £ For Submission of action plan/Checklist issued Submitted £ For Submission of Status Report Submitted £ For Submission of Status Report Submitted £ For Issuance of Compliance Order Submitted £ For Issuance Order Issued Submitted £ For Issuance Order Issued Issued £ For Issuance Writ of Execution Issued £ For Publication/ Referral to TCC/ Issuance of TCCLS
Basic Occupational Safety and Health Gramity Welfare Program Labor-Management Cooperation Productivity Improvement Programs ISTIV Bayanihan Program UISE Program Livelihood Assistance Employee's Compensation and Rehabilitation Request Specific Assistance In: Part VII REGIONAL OFF STATUS/ACTION TAKEN/RECOMMENDATION: (For monitoring purposes, please indicate the date.) £ Denied Access-Notice of Findings issued £ For Follow-up Assessment £ Issued Notice of Findings £ For Mandatory Conference £ COC on GLS issued £ COC on OSHS issued £ COC on OSHS issued £ COC on OSHS issued £ For/DO/TSSD Chief		Cite:
Basic Occupational Safety and Health Family Welfare Program Labor-Management Cooperation Productivity Improvement Programs ISTIV Bayanihan Program UISE Program Livelihood Assistance Employee's Compensation and Rehabilitation Request Specific Assistance In: Part VII REGIONAL OFF STATUS/ACTION TAKEN/RECOMMENDATION: (For monitoring purposes, please indicate the date.) £ Denied Access-Notice of Findings Issued £ For Follow-up Assessment £ Issued Notice of Findings £ For Issuance of Certificate of Compliance £ For Issuance of Certificate of Compliance £ COC on GLS issued £ COC on OSHS issued £ Date: DOCUMENTS ATTACHED:	Conducted	Cite:
Basic Occupational Safety and Health Family Welfare Program Labor-Management Cooperation Productivity Improvement Programs ISTIV Bayanihan Program UVISE Program Livelihood Assistance Employee's Compensation and Rehabilitation Request Specific Assistance In: Part VII Request Specific Assistance In: Part VII Regional Compensation and Rehabilitation Request Specific Assistance In: Part VII Regional Compensation and Rehabilitation Request Specific Assistance In: Part VII Regional Compensation and Rehabilitation Request Specific Assistance In: Part VII Regional Complexity Access-Notice of Findings Issued for Follow-up Assessment £ Issued Notice of Findings £ For Follow-up Assessment £ Issued Notice of Findings £ For Issuance of Certificate of Compliance £ COC on GLS Issued £ COC on GLS Issued £ COC on SHS Issued £ COC on SHS Issued £ DonUMENTS ATTACHED:	Conducted	Cite: Cite: C
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