

## PROGRAMS AND PROJECTS 2022

Office: Department of Labor and Employment Regional Office No. VIII

| PROGRAMS AND PROJECTS  | OBJECTIVE  | DESCRIPTION   |
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| <b>THE SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)</b> | To assist poor but deserving students, OSY or dependents of displaced workers who intend to finish their education by providing them income through employment.  | The Special Program for the Employment of Students is an employment bridging program during Summer or Christmas vacation that aims to augment the family's income. The student shall be paid in the form of cash. Except for low income LGUs, the employer shall shoulder 60% of the applicable minimum wage or hiring rate, while the remaining 40% shall be paid by DOLE. |
| <b>GOVERNMENT INTERNSHIP PROGRAM (GIP)</b>                   | To provide young workers, particularly the poor/indigent and young workers, opportunity to demonstrate their talents and skills in the field of public service with the ultimate objective of attracting the best and the brightest who want to pursue a career in government service, particularly in the fields and disciplines related to labor and employment. | Government Internship Program or GIP is a component of KABATAAN 2000 under Executive Order (EO) no. 139 s. 1993, and DOLE Administrative Order No. 260-15, which aims to provide opportunities and engage young workers to serve general public in government agencies/entities projects and programs at the national and local level.                                      |
| <b>DOLE INTEGRATED LIVELIHOOD PROGRAM (DILP)</b>             | To contribute to poverty reduction and reduce the vulnerability to risks of the working poor, vulnerable and marginalized workers either through   | Livelihood or Kabuhayan Program is a grant assistance for capacity-building on livelihood for the poor, vulnerable, and marginalized workers.   |

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|   | emergency employment, and promotion of entrepreneurship and community enterprises.  | Kabuhayan Program consists of Kabuhayan Formation, Kabuhayan Enhancement, Kabuhayan Restoration and Community/Group Enterprise Development. Startup package assistance for the program includes the purchase of raw materials, equipment, tools and jigs, and other support services necessary in setting-up the business or enterprise.  |
| <b>CONDUCT OF DOLE-INITIATED JOB FAIR</b> | To promote full employment through improved manpower allocation and utilization and to enhance the access of workers to employment opportunities. | DOLE provides free employment facilitation services through the efficient and effective conduct of Job Fair with the participation of the private sector and industries.  |
| <b>ALIEN EMPLOYMENT PERMIT (AEP)</b>      |   | <p>Under Article 40 of the Labor Code of the Philippines, as amended, any alien seeking admission to the Philippines for employment purposes and any domestic or foreign employer who desires to engage an alien for employment in the Philippines shall obtain an employment permit from the Department of Labor and Employment.</p> <p>The Alien Employment Permit (AEP) is a permit issued to a nonresident alien or foreign national seeking admission to the Philippines for employment purposes after a determination of the non-availability of Filipino citizen who is competent, able and willing at the time of application to perform the services for which the alien is desired.</p> |

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| <p><b>ISSUANCE OF PEA<br/>AUTHORITY TO OPERATE<br/>BRANCH OFFICE</b></p>         | <p>To recognize the participation of the private sector in the recruitment and placement of workers for local employment, to promote equality of employment opportunity and treatment in access to employment and particular occupations as part of the over-all thrust for national development.</p> | <p>This policy applies to every persons, partnerships or corporations intending to engage or engaged in the recruitment and placement for local employment through an electronic medium and/or agency.</p>   |
| <p><b>SINGLE ENTRY APPROACH<br/>(SENA)</b></p>                                   | <p>To effect amicable settlement of the dispute among the differing parties wherein a neutral party, the SENa Desk Officer (SEADO), assists the parties by giving advice, or offering solutions and alternatives to the problems.</p>   | <p>Single Entry Approach is an administrative approach to provide a speedy, impartial, inexpensive and accessible settlement procedure for all issues/complaints arising from employer-employee relations.</p> <p>Under this approach, all labor and employment disputes shall undergo a 30-day mandatory conciliation-mediation process to effect settlement among the contending parties.</p> <p>Request for SENa can be filed at the Single Entry Assistance Desk (SEAD) in the region where the employer principally operates. In case of a union or federation representing a local chapter, the request shall be made at the regional/provincial/district office where the union or local chapter is registered.</p> |
| <p><b>ISSUANCE OF CERTIFICATE<br/>OF CONTRACTOR AND SUB-<br/>CONTRACTORS</b></p> | <p>To enforce regulations, restrict or prohibit the contracting out of labor to protect the rights of workers established under the Labor Code, as amended.</p>   | <p>DOLE may make appropriate distinctions between labor-only contracting and job contracting as well as differentiations within these types of contracting and determine who among the parties involved shall be considered the employer for purposes of preventing any violation or circumvention of any provision in the Labor Code, as amended.</p>   |

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| <p><b>WORKERS ORGANIATION DEVELOPMENT PROGRAM (WODP) - SCHOLARSHIP GRANT COMPONENT</b></p> | <p>To strengthening trade unions and other workers' organizations.</p>   | <p>It provides educational opportunities to union officers and members, including their dependents, and offers greater productivity, prosperity, and welfare to the employer and workers' organization.</p> <p>It also provides financial aid for attaining or completing Masters Degrees, Bachelor's Degrees, technical and short-term courses, or review courses for professional examinations.</p>  |
| <p><b>WORKERS ORGANIATION DEVELOPMENT PROGRAM (WODP) - TRAINING GRANT COMPONENT</b></p>    | <p>To strengthening trade unions and other workers' organizations.</p>   | <p>Workers' Capability Development is one component which provides support for the development and upgrading of the capabilities of workers' organizations and their members in the areas of leadership, organizational development and management, labor and human relations, grievance handling, labor laws, occupational safety and health, productivity, and the like.</p>   |
| <p><b>LABOR AND EMPLOYMENT EDUCATION SERVICES (LEES)</b></p>                               | <p>To enlighten, educate and provide knowledge on the rights and responsibilities of workers and employers, work ethics, values, skills and other relevant information to enable them to become responsible partners in building harmonious labor-management relations and the attainment of decent and productive work, using appropriate and modern platforms.</p> | <p>DOLE is innovating its labor and management education services from its traditional pedagogical style of delivery towards a more pro-active, coherent, technology-based, accessible and comprehensive approach. This new approach shall make use of integrated modules and other instruction and informational materials, such as learning audio-visuials in order to reach out more to its target clientele.</p> <p>Embodied under the DOLE's Employment Guide for Students and Jobseekers, the materials cover all aspects of the options for work like wage employment, both local and overseas, entrepreneurship and practice of profession, along with the respective programs and services of the DOLE.</p> |

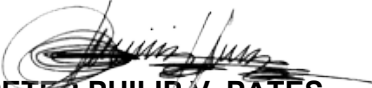
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| <p><b>ADMINISTRATION AND ENFORCEMENT OF LABOR LAWS – INSPECTIONS</b></p> | <p>To exercise visitorial powers, and conduct routine inspections to assess the compliance of business establishments and their contractors relative to labor standards and other issuances in relation to labor and occupational safety and health standards.</p> | <p><b>Routine inspections</b> - DOLE is granted considerable discretion, and is authorized to enter business establishments without prior notice. During said inspections, DOLE is likewise authorized to request immediate access to the employer's records, and to interview any employee on the premises. When deemed appropriate, DOLE may also issue compliance orders to erring employers, and may even order the stoppage of work or the suspension of operations.</p> <p><b>Complaint inspections</b> - DOLE is granted considerable discretion, and is authorized to enter business establishments without prior notice. During said inspections, DOLE is likewise authorized to investigate the nature of the complaint, request immediate access to the employer's records and interview any employee on the premises. When deemed appropriate, DOLE may also issue compliance orders to erring employers, and may even order the stoppage of work or the suspension of operations.</p> <p><b>Occupational Safety and Health Inspections</b> - DOLE is granted considerable discretion, and is authorized to enter business establishments without prior notice. During said inspections, DOLE is likewise authorized request immediate access to the employer's records and interview any employee on the premises. When deemed appropriate, DOLE may also issue compliance orders to erring employers, and may even order the stoppage of work or the suspension of operations.</p> |
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| <p><b>ADMINISTRATION AND ENFORCEMENT OF LABOR LAWS – CASE DISPOSITION</b></p> | <p>To provide an impartial, inexpensive and accessible settlement procedure for all issues/complaints arising from the inspections conducted by the Labor Laws Compliance Officers on private establishments.</p>   | <p>Under this process, all labor and employment disputes shall undergo mandatory conferences not exceeding 30 days to ensure fair, just and speedy disposition of labor standard cases, ensure continuity and sustainability of compliance on labor laws and standards at the workplace.</p>  |
| <p><b>REGISTRATION OF RURAL WORKERS ASSOCIATION (RWA)</b></p>                 | <p>to process the application for registration of workers’ association organized for the mutual aid and protection of its members or for other legitimate purposes except collective bargaining in order for them to acquire legal personality.</p>   | <p>Workers’ Association registration refers to the process of determining whether the application for registration of such organization complies with the documentary requirements prescribed under Rule 3 and 4 of DOLE Department Order No. 40-03, as amended.</p>  |
| <p><b>CONSTRUCTION SAFETY AND HEALTH PROGRAM (CSHP)</b></p>                   | <p>To ensure a safe and healthful workplace for all working people by providing them with full protection against all hazards in their work environment pursuant to the DOLE Department Order No. 13, Series of 1998 on the Guidelines Governing Occupational Safety and Health in the Construction Industry.</p> | <p>CSHP refers to a set of detailed rules to cover the processes and practices that shall be utilized in a specific construction project site in conformity with the OSHS including the personnel responsible and the penalties for violations thereof. Said program must be in accordance with these rules, and other orders and issuances from by the Department.</p> |
| <p><b>ISSUANCE OF WORKING CHILD PERMIT</b></p>                                | <p>To protect the working child under allowable work circumstances against abuse, exploitation and discrimination.</p>  | <p>As a rule, no child below 15 years of age shall be employed, permitted or suffered to work, in any public or private establishment except: 1) when the child works under the sole responsibility of his/her parents or guardian, provided that only</p>  |

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|   |  | <p>members of the child's family are employed, and 2) when the child's employment or participation in public entertainment or information is essential.</p> <p>A Working Child's Permit is issued to any child below 15 years of age before he/she is allowed to commence work, usually on short-term and per project basis, in a family undertaking and in public entertainment or information.</p> |
| <b>TULONG PANGHANAPBUHAY SA ATING DISADVANTAGED/DISPLACED WORKERS (TUPAD)</b> | <p>To contribute to poverty reduction and reduce the vulnerability to risks of the working poor, vulnerable and marginalized workers either through emergency employment, and promotion of entrepreneurship and community enterprises.</p>   | <p>TUPAD or Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers is a community-based package of assistance that provides emergency employment for displaced workers, underemployed and seasonal workers, for a minimum period of 10 days, but not to exceed a maximum of 30 days, depending on the nature of work to be performed.</p>  |
| <b>FAMILY WELFARE PROGRAM (FWP)</b>   | <p>To introduce the concept of promoting the welfare of workers and their families as a key to workplace productivity and improved worker-management relations.</p> <p>To promote plant-level initiatives to contribute to the goals of the Philippine Population Management Program (PPMP), Instill family planning/family welfare consciousness among labor and management as a key in promoting</p> | <p>The Family Welfare Program (FWP) is an advocacy program that draws corporate support in promoting workers' quality of life by adopting a family centered approach in the workplace.</p> <p>The FWP advocates for the integration of the 10 dimensions which also serve as a guide in its implementation.</p>  |

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|  | workplace productivity and improved worker-management relations, and Establish the family welfare component as a major issue of concern and action of the Family Welfare Committee. |  |
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