

Certificate Number: AJA13/16628

LABOR CENTER BULLETIN
(LCB 2018-02-05)

SUBJECT : SCHEDULE OF FINES AND PENALTIES ON LABOR VIOLATIONS

DATE : 01 February 2018

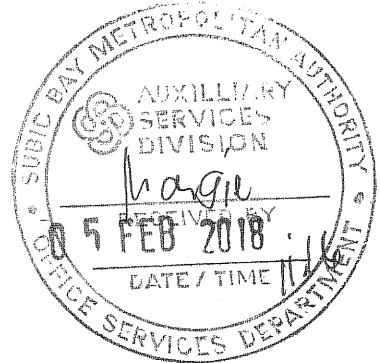
Please be informed of the Schedule of Fines and Penalties on Labor Violations as approved by the SBMA Board of Directors during the 25th meeting held last 21 December 2017 through Board Resolution No. 17-12-0524.

Copy of the Board Resolution enumerating the schedule of fines and penalties thereof is herewith attached for information and guidance.

Please contact the Labor Department at 252-4254 / 4073 / 4554 / 4542 /4092 regarding any queries on the matter.

[Handwritten signature]
Atty. SEVERO C. PASTOR, JR.
Manager, Labor Department

Distribution: All SBF Locators/Investors/Contractors/Sub-Contractors



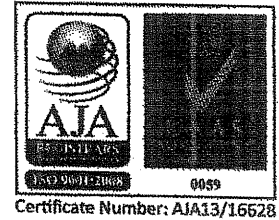
Subic Bay Metropolitan Authority
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Department of
 Technical Education of
 the Department of Education
 Division Office - Subic Bay



**Certification No. 17-520
 Series of 2017**

MEMORANDUM

Subject : **SCHEDULE OF FINES AND PENALTIES ON
 LABOR VIOLATIONS**

This certifies that:

The records of the Board Secretariat show that during the Twenty- Fifth (25th) Meeting of the Board of Directors of the Subic Bay Metropolitan Authority held last 21 December 2017 wherein there was a quorum to validly transact business, the following resolution was approved:

Resolution No. 17-12-0524

"Resolve, as it is hereby resolved, that upon recommendation of Management and without prejudice to COA Regulations and pertinent laws on the matter, the Board hereby approves the schedule of Fines and Penalties on Labor Violations.

MANPOWER SERVICES DIVISION

Special Work Permit (SWP) / Provisional Permit to Work (PPW) / Alien Employment Permit (AEP) Processing

Minor Violations

Particulars	Fines	Remarks
1. Late renewal of Permit (SWP or AEP Endorsements)	<i>First Violation:</i> Warning and \$200.00	Responsible: Foreign Worker and Company Sponsor shall be fined with \$200.00 each

Note: Commission of second and succeeding minor offense/violation will escalate into a Major Violation with corresponding fines/penalties.

Major Violations

Particulars	Fines	Remarks
1. Late renewal of Permit (SWP or AEP Endorsements)	<i>Second Violation:</i> Suspension and US\$500.00	Foreign Worker and Company Sponsor shall be fined with US\$500.00 each
	<i>Third Violation:</i> Cancellation of CRTE and US\$1,500.00	Foreign Worker and Company Sponsor shall be fined with US\$1,500.00 each
2. Working without Permit (PWP, or SWP, or AEP Endorsements)	<i>First Violation:</i> Warning and US\$1,500.00	Foreign Worker and Company Sponsor shall be fined with US\$1,500.00 each
	<i>Second Violation:</i> Suspension and US\$3,000.00	Foreign Worker and Company Sponsor shall be fined with US\$3,000.00 each
	<i>Third Violation:</i> Cancellation of CRTE and US\$5,000.00	Foreign Worker and Company Sponsor shall be fined with US\$5,000.00 each

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3. Working with company other than sponsor company	<i>First Violation:</i> Warning and US\$1,500.00	Foreign Worker and Company Sponsor shall be fined with US\$1,500.00 each
	<i>Second Violation:</i> Suspension and US\$3,000.00	Foreign Worker and Company Sponsor shall be fined with US\$3,000.00 each
	<i>Third Violation:</i> Cancellation of CRTE and US\$5,000.00	Foreign Worker and Company Sponsor shall be fined with US\$5,000.00 each
4. PWP/SWP/ AEP holder working outside the Freeport Zone	<i>First Violation:</i> Warning and US\$500.00	Foreign Worker and Company Sponsor shall be fined with US\$500.00 each
	<i>Second Violation:</i> Suspension and US\$1,000.00	Foreign Worker and Company Sponsor shall be fined with US\$1,000.00 each
	<i>Third Violation:</i> Cancellation of CRTE and US\$1,500.00	Foreign Worker and Company Sponsor shall be fined with US\$1,500.00 each
5. Any fraudulent act/ misrepresentation in the submission of application and/or documents	Endorsement for Cancellation of Permit (PWP, SWP or AEP) if already granted, and Cancellation of CRTE and US\$5,000.00 for every month or a fraction thereof and endorsement for deportation of Foreign Worker to BI/DOJ	Foreign Worker and Company Sponsor shall be fined with US\$5,000.00 each for every month or a fraction thereof (reckoning period: date of receipt of application)

**Gatepass Processing
Minor Violations**

Particulars	Fines	Remarks
1. Late renewal of ID/gate pass	<i>First Violation:</i> Warning and \$5.00 for every month or a fraction thereof plus \$1.00 daily until date of compliance	Responsible: Company Sponsor (reckoning period: last validity date of ID/Gatepass)

Note: Commission of second and succeeding minor offense/violation will escalate into a Major Violation with corresponding fines/penalties.

Major Violations

Particulars	Fines	Remarks
1. Late renewal of ID/gate pass	<i>Second Violation:</i> Suspension and \$50.00 for every month or a fraction thereof plus \$5.00 daily until date of compliance <i>Third Violation:</i> Cancellation of CRTE and \$100.00 for every month or a fraction thereof plus \$10.00 daily until date of compliance	Responsible: Company Sponsor (reckoning period: last validity date of ID/Gatepass)
2. Working without ID/Gate pass	<i>First Violation:</i> Warning and \$50.00 for every month or a fraction thereof plus \$1.00 daily until date of compliance <i>Second Violation:</i> Suspension and \$100.00 for every month or a fraction thereof plus \$5.00 daily	Responsible: Company Sponsor (reckoning period: date of Commencement of Engagement or Contract with the company)

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	until date of compliance Third Violation: Cancellation of CRTE and \$500.00 for every month or a fraction thereof plus \$10.00 daily until date of compliance	
3. Using ID other than the issued ID to worker	First Violation: Warning and \$50.00 for every month or a fraction thereof plus \$1.00 daily until date of compliance Second Violation: Suspension and \$100.00 for every month or a fraction thereof plus \$5.00 daily until date of compliance Third Violation: Cancellation of CRTE and \$500.00 for every month or a fraction thereof plus \$10.00 daily until date of compliance	Responsible: Company Sponsor (reckoning period: date of Commencement of Engagement or Contract with the company)
4. Tampered/ falsified ID	\$500.00 plus confiscation of tampered ID; Endorsement to the Law Enforcement Department (LED) for case handling and management; may be banned from entering and working in SBFZ Suspension and/or cancellation of CRTE	Worker and Company Sponsor shall be fined with US\$500.00 each

**SERVICE CONTRACTING OFFICE
FINES AND PENALTIES FOR ACCREDITATION
(Manpower, Janitorial/ Messengerial, Security Services and Port-related Activities)**

Particulars	Fines	Remarks
1. Operating without SBF Accreditation First Violation Second Violation	US\$200.00 for the Service Contractor. Letter of Warning both for the service contractor and the SBF Locator. US\$1,000.00 both for the Service Contractor and the SBF Locator. Removal in the roster of accredited companies and blacklisted from doing business within SBFZ for Service Contractor. Cancellation of CRTE/PTO for the SBF Locator.	Responsible: Service Contractor and SBF Locator. Responsible: Service Contractor and SBF Locator.
2. Late Renewal Of Accreditation First Violation	\$20.00. And another \$20.00 every month until date of compliance. Letter of Warning both for the Service Contractor and SBF Locator.	If not renewed one (1) month after the expiry date of accreditation.

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Second Violation	US\$200.00 both for the SBF Locator and Service Contractor. Removal in the roster of accredited companies and blacklisted from doing business within SBFZ for the Service Contractor. Suspension of CRTE/PTO for the SBF Locator.	Responsible: Service Contractor and SBF Locator.
3. Fraudulence/misrepresentation in the conduct of business and/or doing other activities apart from the duly registered business activity. First Violation	US\$200.00 for the Service Contractor. Letter of Warning both for the Service Contractor and the SBF Locator.	Responsible: Service Contractor and SBF Locator.
Second Violation	US\$1,000.00 both for the Service Contractor and the SBF Locator. Removal in the roster of accredited companies and blacklisted from doing business within SBFZ for Service Contractor. Cancellation of CRTE/PTO for the SBF Locator.	Responsible: Service Contractor and SBF Locator.

WORKFORCE DEVELOPMENT DIVISION

Minor Violations

Employee Orientation Seminar (EOS)


Particulars	Fines	Remarks
Non-attendance to the Employee Orientation Seminar (EOS)	1 st Offense: \$10.00 / worker & \$2.00 / worker / day up to compliance date +Reprimand/written warning	Responsible: Employer (\$10) & Worker (\$10) Total \$20.00

Note: The payer may opt to pay in Peso equivalent to the current Dollar Exchange Rate.

Minor Violations

On-the-Job Training (OJT)

Particulars	Fines	Remarks
Late renewal of OJT gatepass	1 st offense: \$5.00 / OJT & \$1.00 / OJT / day up to compliance date +Reprimand/written warning	Responsible: Company sponsor
Training without Gate pass	1 st offense: \$10.00 / OJT & \$2.00 / OJT / day up to compliance date +Reprimand/Written Warning	Responsible: Company sponsor

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payment of SSS e. Non-coverage / Delayed payment of Pag-Ibig Fund f. Non-coverage / Delayed payment of Philhealth g. Non-presentation of required documents for inspection h. Violation of other labor related laws.
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PARTICULARS	FINES	PENALTY	REMARKS
a. Under-payment / Non-payment of any of the following: 1. Wages 2. Cost of living allowance 3. Overtime Pay 4. Holiday Pay 5. Special Holiday 6. Rest Day Pay 7. Night Shift Differential Pay 8. 13 th Month Pay 9. Separation Pay 10. Service Incentive Leave 11. Tax Refund 12. Service Charge b. Violations relative to maternity Leave Benefits c. Violations relative to Paternity Leave Benefits d. Non-coverage / Delayed payment of SSS e. Non-coverage / Delayed payment of Pag-Ibig Fund f. Non-coverage / Delayed payment of Philhealth g. Non-presentation of required documents for inspection h. Violation of other labor related laws.		Cancellation/Termination of CRTE	Non-compliance with the violation for a period of one (1) year From the five (5) days grace period

PARTICULARS	FINES	PENALTY	REMARKS
a. Under-payment / Non-payment of any of the following: 1. Wages 2. Cost of living allowance 3. Overtime Pay 4. Holiday Pay 5. Special Holiday 6. Rest Day Pay 7. Night Shift Differential Pay 8. 13 th Month Pay 9. Separation Pay 10. Service Incentive Leave 11. Tax Refund 12. Service Charge b. Violations relative to maternity Leave Benefits c. Violations relative to Paternity Leave Benefits d. Non-coverage / Delayed payment of SSS e. Non-coverage / Delayed payment of Pag-Ibig Fund f. Non-coverage / Delayed payment of Philhealth g. Non-presentation of required documents for inspection h. Violation of other labor related laws.	\$1000		In case of request for reconsideration with full Compliance with the findings

A hard copy of Management's PowerPoint presentation is incorporated herein by way of reference."

Issued this 11th day of January 2018.


JENNIFER T. GUIANG
 Board Secretary V

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 Re: SCHEDULE OF FINES AND PENALTIES ON LABOR VIOLATIONS
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CONCILIATION AND EMPLOYEE WELFARE DIVISION

PARTICULARS	FINES	PENALTY	REMARKS
a. Under-payment /Non-payment of any of the following: 1. Wages 2. Cost of living allowance 3. Overtime Pay 4. Holiday Pay 5. Special Holiday 6. Rest Day Pay 7. Night Shift Differential Pay 8. 13 th Month Pay 9. Separation Pay 10. Service Incentive Leave 11. Tax Refund 12. Service Charge b. Violations relative to maternity Leave Benefits c. Violations relative to Paternity Leave Benefits d. Non-coverage / Delayed payment of SSS e. Non-coverage / Delayed payment of Pag-Ibig Fund f. Non-coverage / Delayed payment of Philhealth g. Non-presentation of required documents for inspection h. Violation of other labor related laws.		Reprimand/ Written Warning	To comply within five (5) days grace period upon receipt of the result of Labor Standards Inspection.

PARTICULARS	FINES	PENALTY	REMARKS
a. Under-payment /Non-payment of any of the following: 1. Wages 2. Cost of living allowance 3. Overtime Pay 4. Holiday Pay 5. Special Holiday 6. Rest Day Pay 7. Night Shift Differential Pay 8. 13 th Month Pay 9. Separation Pay 10. Service Incentive Leave 11. Tax Refund 12. Service Charge b. Violations relative to maternity Leave Benefits c. Violations relative to Paternity Leave Benefits d. Non-coverage / Delayed payment of SSS e. Non-coverage / Delayed payment of Pag-Ibig Fund f. Non-coverage / Delayed payment of Philhealth g. Non-presentation of required documents for inspection h. Violation of other labor related laws.	Minor Offenses: \$50 for one (1) or two (2) Violations. Major Offense: \$100 for three (3) or more Violations		For every succeeding months of non-compliance after five (5) days grace period from the receipt of the reprimand/written warning within six (6) months period. For every succeeding months of non-compliance after five (5) days grace period from the receipt of the reprimand/written warning within six (6) months period.

PARTICULARS	FINES	PENALTY	REMARKS
a. Under-payment /Non-payment of any of the following: 1. Wages 2. Cost of living allowance 3. Overtime Pay 4. Holiday Pay 5. Special Holiday 6. Rest Day Pay 7. Night Shift Differential Pay 8. 13 th Month Pay 9. Separation Pay 10. Service Incentive Leave 11. Tax Refund 12. Service Charge b. Violations relative to maternity Leave Benefits c. Violations relative to Paternity Leave Benefits d. Non-coverage / Delayed	Minor Offenses: \$100 monthly Major Offense: \$200 monthly	Suspension Suspension	For every succeeding months of non-compliance with the violation after six (6) months until full compliance within six (6) months period For every succeeding months of non-compliance with the violation after six (6) months until full compliance within six (6) months period

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Public Consultation on the Proposed FINES and PENALTIES on Labor Violations

19 September 2017
SBMA Board Room, Bldg. 229
Subic Bay Freeport Zone

 **Labor Department**

SUBIC BAY METROPOLITAN AUTHORITY 1

MANPOWER SERVICES DIVISION

Special Work Permit (SWP) / Provisional Permit to Work (PPW) /
Alien Employment Permit (AEP) Processing

Minor Violations

Particulars	Fines	Remarks
1. Late renewal of Permit (SWP or AEP Endorsements)	<i>First Violation:</i> Warning and \$200.00	Responsible: Foreign Worker and Company Sponsor shall be fined with \$200.00 each

Note: Commission of second and succeeding minor offense/violation will escalate into a Major Violation with corresponding fines/penalties.



SUBIC BAY METROPOLITAN AUTHORITY 2



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Failure to discontinue On-the Job training after compliance to school's required number of hours	1st offense \$ 10.00 / OJT & \$2.00 / OJT / day up to compliance date +Reprimand/Written Warning	Responsible: Company sponsor
Non-attendance to the Employee Orientation Seminar (EOS)	2nd offense \$20.00 / worker & \$2.00 / worker / day up to compliance date + Suspension	Responsible: Company sponsor
	3rd offense \$30.00 / worker & \$2.00 / worker / day up to compliance date + Cancellation of CRTE	Responsible: Company sponsor

Note: The payer may opt to pay in Peso equivalent to the current Dollar Exchange Rate.

Major Violations
On-The Job Training (OJT)

Particulars	Fines	Remarks
Late renewal of OJT gatepass	2nd offense \$10.00 / OJT & \$1.00 / OJT / day up to compliance date + Suspension	Responsible: Company sponsor
	3rd offense \$15.00 / OJT & \$1.00 / OJT / day up to compliance date + Cancellation of CRTE	Responsible: Company sponsor
Training without gatepass	2nd offense \$20.00 / OJT & \$2.00 / OJT / day up to compliance date +Suspension	Responsible: Company sponsor
	3rd offense \$30.00 / OJT & \$2.00 / OJT / day up to compliance date +Cancellation of CRTE	Responsible: Company sponsor
Failure to discontinue On-the Job training after compliance to school's required number of hours	2nd offense \$20.00 / OJT & \$2.00 / OJT / day up to compliance date +Suspension	Responsible: Company sponsor
	3rd offense \$30.00 / OJT & \$2.00 / OJT / day up to compliance date +Cancellation of CRTE	Responsible: Company sponsor
Any fraudulent act/misrepresentation of documents / Tampered ID	1st offense \$1,000.00 +Suspension	Responsible: Company sponsor
	2nd offense \$2,000.00 +Cancellation of CRTE	Responsible: Company sponsor
	Confiscation of tampered ID & Banned from undergoing On-the Job Training with SBF locators/investors	Responsible: OJT

Note: The payer may opt to pay in Peso equivalent to the current Dollar Exchange Rate.

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MANPOWER SERVICES DIVISION

Major Violations

Particulars	Fines	Remarks
1. Late renewal of Permit (SWP or AEP Endorsements)	<i>Second Violation:</i> Suspension and US\$500.00	Foreign Worker and Company Sponsor shall be fined with US\$500.00 each
	<i>Third Violation:</i> Cancellation of CRTE and US\$1,500.00	Foreign Worker and Company Sponsor shall be fined with US\$1,500.00 each
2. Working without Permit (PWP, or SWP, or AEP Endorsements)	<i>First Violation:</i> Warning and US\$1,500.00	Foreign Worker and Company Sponsor shall be fined with US\$1,500.00 each
	<i>Second Violation:</i> Suspension and US\$3,000.00	Foreign Worker and Company Sponsor shall be fined with US\$3,000.00 each
	<i>Third Violation:</i> Cancellation of CRTE and US\$5,000.00.	Foreign Worker and Company Sponsor shall be fined with US\$5,000.00 each

MANPOWER SERVICES DIVISION

Major Violations

Particulars	Fines	Remarks
3. Working with company other than sponsor company	<i>First Violation:</i> Warning and US\$1,500	Foreign Worker and Company Sponsor shall be fined with US\$1,500.00 each
	<i>Second Violation:</i> Suspension and US\$3,000.00	Foreign Worker and Company Sponsor shall be fined with US\$3,000.00 each
	<i>Third Violation:</i> Cancellation of CRTE and US\$5,000.00	Foreign Worker and Company Sponsor shall be fined with US\$5,000.00 each



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MANPOWER SERVICES DIVISION

Major Violations

Particulars	Fines	Remarks
4. PWP/SWP/AEP holder working outside the Freeport Zone	<i>First Violation:</i> Warning and US\$500.00	Foreign Worker and Company Sponsor shall be fined with US\$500.00 each
	<i>Second Violation:</i> Suspension and US\$1,000.00	Foreign Worker and Company Sponsor shall be fined with US\$1,000.00 each
	<i>Third Violation:</i> Cancellation of CRTE and US\$1,500.00	Foreign Worker and Company Sponsor shall be fined with US\$1,500.00 each



MANPOWER SERVICES DIVISION

Major Violations

Particulars	Fines	Remarks
5. Any fraudulent act/misrepresentation in the submission of application and/or documents	Endorsement for Cancellation of Permit (PWP, SWP or AEP) if already granted, and Cancellation of CRTE and US\$5,000.00 for every month or a fraction thereof and endorsement for deportation of Foreign Worker to BI/DOJ	Foreign Worker and Company Sponsor shall be fined with US\$5,000.00 each for every month or a fraction thereof (reckoning period: date of receipt of application)



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
MANPOWER SERVICES DIVISION

Gatepass Processing

Minor Violations

Particulars	Fines	Remarks
1. Late renewal of ID/gate pass	First Violation: Warning and \$5.00 for every month or a fraction thereof plus \$1.00 daily until date of compliance	Responsible: Company Sponsor (reckoning period: last validity date of ID/Gatepass)

Note: Commission of second and succeeding minor offense/violation will escalate into a Major Violation with corresponding fines/penalties.


 SUBIC BAY METROPOLITAN AUTHORITY 7


MANPOWER SERVICES DIVISION

Gatepass Processing

Major Violations

Particulars	Fines	Remarks
1. Late renewal of ID/gate pass	Second Violation: Suspension and \$50.00 for every month or a fraction thereof plus \$5.00 daily until date of compliance Third Violation: Cancellation of CRTE and \$100.00 for every month or a fraction thereof plus \$10.00 daily until date of compliance	Responsible: Company Sponsor (reckoning period: last validity date of ID/Gatepass)

 SUBIC BAY METROPOLITAN AUTHORITY 8

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MANPOWER SERVICES DIVISION

Gatepass Processing

Major Violations

Particulars	Fines	Remarks
2. Working without ID/Gate pass	<p>First Violation: Warning and \$50.00 for every month or a fraction thereof plus \$1.00 daily until date of compliance</p> <p>Second Violation: Suspension and \$100.00 for every month or a fraction thereof plus \$5.00 daily until date of compliance</p> <p>Third Violation: Cancellation of CRTE and \$500.00 for every month or a fraction thereof plus \$10.00 daily until date of compliance</p>	<p>Responsible: Company Sponsor</p> <p>(reckoning period: date of Commencement of Engagement or Contract with the company)</p>

SUBIC BAY METROPOLITAN AUTHORITY 9

MANPOWER SERVICES DIVISION

Gatepass Processing

Major Violations

Particulars	Fines	Remarks
3. Using ID other than the issued ID to worker	<p>First Violation: Warning and \$50.00 for every month or a fraction thereof plus \$1.00 daily until date of compliance</p> <p>Second Violation: Suspension and \$100.00 for every month or a fraction thereof plus \$5.00 daily until date of compliance</p> <p>Third Violation: Cancellation of CRTE and \$500.00 for every month or a fraction thereof plus \$10.00 daily until date of compliance</p>	<p>Responsible: Company Sponsor</p> <p>(reckoning period: date of Commencement of Engagement or Contract with the company)</p>

SUBIC BAY METROPOLITAN AUTHORITY 10



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MANPOWER SERVICES DIVISION
Gatepass Processing
Major Violations

Particulars	Fines	Remarks
4. Tampered/falsified ID	\$500.00 plus confiscation of tampered ID; Endorsement to the Law Enforcement Department (LED) for case handling and management; may be banned from entering and working in SBFZ Suspension and/or cancellation of CRTE	Worker and Company Sponsor shall be fined with US\$500.00 each


S U B I O B A Y M E T R O P O L I T A N A U T H O R I T Y 11

(This Form is CRTE# 1.0)
 Gatepass Processing

SERVICE CONTRACTING OFFICE
FINES AND PENALTIES FOR ACCREDITATION
 (Manpower, Janitorial/ Messengerial, Security Services and Port-related Activities)

Particulars	Fines	Remarks
1. Operating without SBF Accreditation	US\$200.00 for the Service Contractor. Letter of Warning both for the service contractor and the SBF Locator.	Responsible: Service Contractor and SBF Locator.
First Violation		
Second Violation	US\$1,000.00 both for the Service Contractor and the SBF Locator. Removal in the roster of accredited companies and blacklisted from doing business within SBFZ for Service Contractor. Cancellation of CRTE/PTO for the SBF Locator.	Responsible: Service Contractor and SBF Locator.

S U B I O B A Y M E T R O P O L I T A N A U T H O R I T Y 12


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SERVICE CONTRACTING OFFICE
FINES AND PENALTIES FOR ACCREDITATION
(Manpower, Janitorial/ Messengerial, Security Services and Port-related Activities)

Particulars	Fines	Remarks
2. Late Renewal of Accreditation	\$20.00. And another \$20.00 every month until date of compliance.	If not renewed one (1) month after the expiry date of accreditation.
First Violation	Letter of Warning both for the Service Contractor and SBF Locator.	
Second Violation	US\$200.00 both for the SBF Locator and Service Contractor. Removal in the roster of accredited companies and blacklisted from doing business within SBFZ for the Service Contractor. Suspension of CRTE/PTO for the SBF Locator.	Responsible: Service Contractor and SBF Locator.

SUBIC BAY METROPOLITAN AUTHORITY 13

SERVICE CONTRACTING OFFICE
FINES AND PENALTIES FOR ACCREDITATION
(Manpower, Janitorial/ Messengerial, Security Services and Port-related Activities)

Particulars	Fines	Remarks
3. Fraudulence/ misrepresentation in the conduct of business and/or doing other activities apart from the duly registered business activity.		
First Violation	US\$200.00 for the Service Contractor. Letter of Warning both for the Service Contractor and the SBF Locator.	Responsible: Service Contractor and SBF Locator.
Second Violation	US\$1,000.00 both for the Service Contractor and the SBF Locator. Removal in the roster of accredited companies and blacklisted from doing business within SBFZ for Service Contractor. Cancellation of CRTE/PTO for the SBF Locator.	Responsible: Service Contractor and SBF Locator.

SUBIC BAY METROPOLITAN AUTHORITY



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WORKFORCE DEVELOPMENT DIVISION

Minor Violations

Employee Orientation Seminar (EOS)

Particulars	Fines	Remarks
Non-attendance to the Employee Orientation Seminar (EOS)	1 st Offense: \$10.00 / worker & \$2.00 / worker / day up to compliance date +Reprimand/written warning	Responsible: Employer (\$10) & Worker (\$10) Total \$20.00

Note: The payer may opt to pay in Peso equivalent to the current Dollar Exchange Rate.



WORKFORCE DEVELOPMENT DIVISION

Minor Violations

On-the-Job Training (OJT)

Particulars	Fines	Remarks
Late renewal of OJT gatepass	1 st offense \$5.00 / OJT & \$1.00 / OJT / day up to compliance date +Reprimand/written warning	Responsible: Company sponsor
Training without Gate pass	1 st offense \$10.00 / OJT & \$2.00 / OJT / day up to compliance date +Reprimand/Written Warning	Responsible: Company sponsor

Note: The payer may opt to pay in Peso equivalent to the current Dollar Exchange Rate.



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WORKFORCE DEVELOPMENT DIVISION

Minor Violations

On-the-Job Training (OJT)

Particulars	Fines	Remarks
Failure to discontinue On-the-Job training after compliance to school's required number of hours	1 st offense \$ 10.00 / OJT & \$2.00 / OJT / day up to compliance date + Reprimand/Written Warning	Responsible: Company sponsor

Note: The payer may opt to pay in Peso equivalent to the current Dollar Exchange Rate.



WORKFORCE DEVELOPMENT DIVISION

Major Violations

Employee Orientation Seminar (EOS)

Particulars	Fines	Remarks
Non-attendance to the Employee Orientation Seminar (EOS)	2 nd offense \$20.00 / worker & \$2.00 / worker / day up to compliance date + Suspension	Responsible: Company sponsor
	3 rd offense \$30.00 / worker & \$2.00 / worker / day up to compliance date + Cancellation of CRTE	Responsible: Company sponsor

Note: The payer may opt to pay in Peso equivalent to the current Dollar Exchange Rate.



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WORKFORCE DEVELOPMENT DIVISION

Major Violations
On-The Job Training (OJT)

Particulars	Fines	Remarks
Late renewal of OJT gatepass	2 nd offense \$10.00 / OJT & \$1.00 / OJT / day up to compliance date + Suspension	Responsible: Company sponsor
	3 rd offense \$15.00 / OJT & \$1.00 / OJT / day up to compliance date + Cancellation of CRTE	Responsible: Company sponsor

Note: The payer may opt to pay in Peso equivalent to the current Dollar Exchange Rate.

SUBIC BAY METROPOLITAN AUTHORITY 19

WORKFORCE DEVELOPMENT DIVISION

Major Violations
On-The Job Training (OJT)


Particulars	Fines	Remarks
Training without gatepass	2 nd offense \$20.00 / OJT & \$2.00 / OJT / day up to compliance date + Suspension	Responsible: Company sponsor
	3 rd offense \$30.00 / OJT & \$2.00 / OJT / day up to compliance date + Cancellation of CRTE	Responsible: Company sponsor

Note: The payer may opt to pay in Peso equivalent to the current Dollar Exchange Rate.

SUBIC BAY METROPOLITAN AUTHORITY 20

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SUBIC BAY

WORKFORCE DEVELOPMENT DIVISION

Major Violations

On-The Job Training (OJT)

Particulars	Fines	Remarks
Failure to discontinue On-the Job training after compliance to school's required number of hours	2 nd offense \$20.00 / OJT & \$2.00 / OJT / day up to compliance date +Suspension	Responsible: Company sponsor
	3 rd offense \$30.00 / OJT & \$2.00 / OJT / day up to compliance date +Cancellation of CRTE	Responsible: Company sponsor

Note: The payer may opt to pay in Peso equivalent to the current Dollar Exchange Rate.

SUBIC BAY METROPOLITAN AUTHORITY 21

WORKFORCE DEVELOPMENT DIVISION


Major Violations

On-The Job Training (OJT)

Particulars	Fines	Remarks
Any fraudulent act/misrepresentation of documents / Tampered ID	1 st offense \$1,000.00 +Suspension	Responsible: Company sponsor
	2 nd offense \$2,000.00 +Cancellation of CRTE	Responsible: Company sponsor
	Confiscation of tampered ID & Banned from undergoing On-the Job Training with SBF locators/investors	Responsible: OJT

Note: The payer may opt to pay in Peso equivalent to the current Dollar Exchange Rate.


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CONCILIATION AND EMPLOYEE WELFARE DIVISION			
Particulars	Fines	Penalty	Remarks
a. Under-Payment / Non-Payment of any of the following: 1. Wages 2. Cost of Living Allowance 3. Overtime Pay 4. Holiday Pay 5. Special Holiday 6. Rest Day Pay 7. Night Shift Differential Pay 8. 13th Month Pay 9. Separation Pay 10. Service Incentive Leave 11. Tax Refund 12. Service Charge			Reprimand/ Written warning To comply within five (5) days grace period upon receipt of the result of Labor Standards Inspection
b. Violations relative to Maternity Leave Benefits c. Violations relative to Paternity Leave Benefits d. Non-coverage / Delayed payment of SSS e. Non-coverage / Delayed payment of Pag-Ibig Fund f. Non-coverage / Delayed payment of Philhealth g. Non-presentation of required documents for inspection h. Violation of other labor related laws			

SUBIC BAY METROPOLITAN AUTHORITY 23

CONCILIATION AND EMPLOYEE WELFARE DIVISION			
Particulars	Fines	Penalty	Remarks
a. Under-Payment / Non-Payment of any of the following: 1. Wages 2. Cost of Living Allowance 3. Overtime Pay 4. Holiday Pay 5. Special Holiday 6. Rest Day Pay 7. Night Shift Differential Pay 8. 13th Month Pay 9. Separation Pay 10. Service Incentive Leave 11. Tax Refund 12. Service Charge	Minor Offenses: \$50 for one (1) or two (2) violations		For every succeeding months of non-compliance after five (5) days grace period from the receipt of the reprimand/ written warning within six (6) month period.
b. Violations relative to Maternity Leave Benefits c. Violations relative to Paternity Leave Benefits d. Non-coverage / Delayed payment of SSS e. Non-coverage / Delayed payment of Pag-Ibig Fund f. Non-coverage / Delayed payment of Philhealth g. Non-presentation of required documents for inspection h. Violation of other labor related laws	Major Offense: \$100 for three (3) or more violations		For every succeeding months of non-compliance after five (5) days grace period from the receipt of the reprimand/ written warning within six (6) month period.


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CONCILIATION AND EMPLOYEE WELFARE DIVISION			
Particulars	Fines	Penalty	Remarks
a. Under-Payment / Non-Payment of any of the following: 1. Wages 2. Cost of Living Allowance 3. Overtime Pay 4. Holiday Pay 5. Special Holiday 6. Rest Day Pay 7. Night Shift Differential Pay 8. 13th Month Pay 9. Separation Pay 10. Service Incentive Leave 11. Tax Refund 12. Service Charge	Minor Offenses: \$100 monthly	Suspension	For every succeeding months of non-compliance with the violation after six (6) months until full compliance within six(6) months period
b. Violations relative to Maternity Leave Benefits c. Violations relative to Paternity Leave Benefits d. Non-coverage / Delayed payment of SSS e. Non-coverage / Delayed payment of Pag-Ibig Fund f. Non-coverage / Delayed payment of Philhealth g. Non-presentation of required documents for inspection h. Violation of other labor related laws	Major Offense: \$200 monthly	Suspension	For every succeeding months of non-compliance with the violation after six (6) months until full compliance within six(6) months period

CONCILIATION AND EMPLOYEE WELFARE DIVISION			
Particulars	Fines	Penalty	Remarks
a. Under-Payment / Non-Payment of any of the following: 1. Wages 2. Cost of Living Allowance 3. Overtime Pay 4. Holiday Pay 5. Special Holiday 6. Rest Day Pay 7. Night Shift Differential Pay 8. 13th Month Pay 9. Separation Pay 10. Service Incentive Leave 11. Tax Refund 12. Service Charge			Non-compliance with the violation for Cancellation / Termination a period of one (1) year from the five (5) days grace period of CRTE
b. Violations relative to Maternity Leave Benefits c. Violations relative to Paternity Leave Benefits d. Non-coverage / Delayed payment of SSS e. Non-coverage / Delayed payment of Pag-Ibig Fund f. Non-coverage / Delayed payment of Philhealth g. Non-presentation of required documents for inspection h. Violation of other labor related laws.			




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CONCILIATION AND EMPLOYEE WELFARE DIVISION			
Particulars	Fines	Penalty	Remarks
a. Under-Payment / Non-Payment of any of the following:			
1. Wages			
2. Cost of Living Allowance			
3. Overtime Pay			
4. Holiday Pay			
5. Special Holiday			
6. Rest Day Pay			
7. Night Shift Differential Pay	\$1000		In case of request for reconsideration with full compliance with the findings.
8. 13th Month Pay			
9. Separation Pay			
10. Service Incentive Leave			
11. Tax Refund			
12. Service Charge			
b. Violations relative to Maternity Leave Benefits			
c. Violations relative to Paternity Leave Benefits			
d. Non-coverage / Delayed payment of SSS			
e. Non-coverage / Delayed payment of Pag-Ibig Fund			
f. Non-coverage / Delayed payment of Philhealth			
g. Non-presentation of required documents for inspection			
h. Violation of other labor related laws.			


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