



#### LABOR CENTER BULLETIN (LCB 2018 -02- OF

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.

Atty. SEKERO C. PASTOR, JR Manager,/Labor Department (/

Distribution:

All SBF Locators/Investors/Contractors/Sub-Contractors

Subic Bay Metropolitan Authority

Building 255 Room 116, Barryman Road, Subic Bay Freeport Zone, 2222 Philippines • Tel: +6347 252.4254/4074 • Fax: +6347 252.4494







Certification No. 17-520 Series of 2017

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#### **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)	First Violation: 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** 

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Particulars	Fines	Remarks
Late renewal of Permit (SWP or AEP Endorsements)	Second Violation: Suspension and US\$500.00 Third Violation:	Foreign Worker and Company Sponsor shall be fined with US\$500.00 each
	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)	First Violation: Warning and US\$1,500.00	Foreign Worker and Company Sponsor shall be fined with US\$1,500.00 each
	Second Violation: Suspension and US\$3,000:00	Foreign Worker and Company Sponsor shall be fined with US\$3,000.00 each
	Third Violation: Cancellation of CRTE and US\$5,000.00	Foreign Worker and Company Sponsor shall be fined with US\$5,000.00 each

Subic Bay Metropolitan Authority BOARD SECRETARIAT

Building 229, Waterfront Road, Subic Bay Freeport Zone, 2222 Philippines
• Tel: +6347 252.4172/4174
• Fax: +6347 252.4170



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Working with company other	First Violation:	Foreign Worker and Company Sponsor
than sponsor	Warning and US\$1,500.00	shall be fined with US\$1,500.00 each
company	03\$1,000.00	
	Second Violation:	Foreign Worker and Company Sponsor
	Suspension and	shall be fined with US\$3,000.00 each
	US\$3,000.00	91311 90 11100 11111 0005,000.00 GAG1
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	T-12-11/1/4 4 4	1100
	Third Violation: Cancellation of CRTF	Foreign Worker and Company Sponsor
	and US\$5,000.00	shall be fined with US\$5,000.00 each
4.PWP/SWP/ AEP	First Violation:	Fornian Worker and Co.
holder working	Warning and	Foreign Worker and Company Sponsor shall be fined with US\$500.00 each
outside the	US\$500.00	Concern be inted with 054500.00 each
Freeport Zone		). I care
	Second Violation:	Foreign Worker and Company Sponsor
	Suspension and US\$1,000.00	shall be fined with US\$1,000.00 each
	00.000,1460	
The second secon	Third Violation:	Foreign Worker and Company Sponsor
	Cancellation of CRTE	shall be fined with US\$1,500.00 each
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5. Any fraudulent act/	Endorsement for	Foreign Worker and Company Sponsor
misrepresentation	Cancellation of Permit	shall be fined with US\$5,000.00 each for
in the submission	(PWP, SWP or AEP) if	every month or a fraction thereof
of application	already granted, and Cancellation of CRTE	(rooksmin - not - to to t
and/or documents	and US\$5,000.00 for	(reckoning period: date of receipt of application)
	every month or a	approductly
	fraction thereof and	
	endorsement for	-
	deportation of Foreign	
I Commencer of the commencer of the comm	Worker to BI/DOJ	-7100114(1001111-00010111-00010111-000101-000101-000101-000101-000101-000101-000101-000101-000101-00010-00000-00000-00000-00000-00000-00000-0000

## Gatepass Processing Minor Violations

Particulars Fines		Remarks	
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.

**Major Violations** 

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

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Re: SCHEDULE OF FINES AND PENALTIES ON LABOR VIOLATIONS Page 2 of 7

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	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	First Violation:	Responsible:
to worker	Warning and \$50.00 for every month or a	Company Sponsor
	fraction thereof plus	(reckoning period: date of
	\$1.00 daily until date of compliance	Commencement of Engagement or
	o o o o o o o o o o o o o o o o o o o	Contract with the company)
	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	
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	Worker and Company Sponsor shall be fined with US\$500.00 each
	Suspension and/or cancellation of CRTE	
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#### SERVICE CONTRACTING OFFICE FINES AND PENALTIES FOR ACCREDITATION (Manpower, Janitorial/ Messengerial, Security Services and Port-related Activities)

ACTIVITIES)	51 S 19	
Particulars	Fines	Remarks
Operating without SBF Accreditation 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	Responsible: Service Contractor and SBF Locator.
2. Late Renewal Of Accreditation First Violation	Locator. \$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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Re: SCHEDULE OF FINES AND PENALTIES ON LABOR VIOLATIONS Page 3 of 7

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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/		to the bound and a Make a see to be a see to be a see to be a see to be a separate of the see to be a	alternature to the standard freezewheren
misrepresentation			
in the conduct of		N	
business and/or			
doing other			
activities apart from the duly	(100000 00 0		
registered	US\$200.00 for the	Responsible:	
business activity.	Service Contractor. Letter of Warning both	Service Contractor and	
The state of the s	for the Service	SBF Locator.	
First Violation	Contractor and the SBF		
	Locator.		
_			
Second Violation	US\$1,000.00 both for	Responsible:	
	the Service Contractor	Service Contractor and	
	and the SBF Locator.	SBF Locator.	
	Removal in the roster of		
de per l'est de la constant de la co	accredited companies		
adovede	and blacklisted from doing business within	·	
randurate	SBFZ for Service		
v-1	Contractor.		
and the state of t	e de la companya de l	•	
	Cancellation of		
	CRTE/PTO for the SBF Locator.		

## WORKFORCE DEVELOPMENT DIVISION Minor Violations

**Employee Orientation Seminar (EOS)** 

Particulars	Fines	Remarks
Non-attendance to the Employee Orientation Seminar (EOS)	1st 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	1st offense \$5.00 / OJT & \$1.00 / OJT / day up to compliance date +Reprimand/written warning	Responsible: Company sponsor	
Training without Gate pass	1st offense \$10.00 / OJT & \$2.00 / OJT / day up to compliance date +Reprimand/Written Warning	Responsible: Company sponsor	

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Re: SCHEDULE OF FINES AND
PENALTIES ON LABOR VIOLATIONS
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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.

PARTICULARS	FINES	PENALTY	DELL'ANCE.
a. Under-payment /Non-payment of		1 miles (C.)	REMARKS
any of the following:			
1. Wages		Cancellation/Termination	Niam
2. Cost of living allowance		of CRTE	Non-compliance
3. Overtime Pay			with the violation for
4. Hollday Pay			a period of one (1) year
5. Special Holiday			From the five (5) days
6. Rest Day Pay			grace period
7. Night Shift Differential Pay			
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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PARTICULARS	FINES	PENALTY	DEMANUE
a. Under-payment /Non-payment of		1 LIVALII	REMARKS
any of the following:			
1. Wages	12.5%	Δ	
2. Cost of living allowance		a straite	
Overtime Pay	\$1000		In case of request for
4. Holiday Pay		State of the State	reconsideration with full
5. Special Holiday	7949. 50.	The first pro-	Compliance with the
6. Rest Day Pay		eficiency soult	findings
7. Night Shift Differential Pay	77		
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.			

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		Reprimand/	To comply within five (5)
any of the following:		Written Warning	days grace period upon
1. Wages		•	receipt of the result of
2. Cost of living allowance			Labor Standards
3. Overtime Pay			Inspection.
4. Holiday Pay		6.49 <sub>7</sub>	
Special Holiday     Rest Day Pay			
7. Night Shift Differential Pay	TENERS OF STREET	ALANO.	
8.13 <sup>th</sup> Month Pay			
9. Separation Pay		유명한 다음 사람들이 있다. 그리고 영향한 것이다.	
10.Service Incentive Leave	그 그 생기 가 하다 하다.		
11. Tax Refund	*,*	4	
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.			

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	Minor Offenses: \$50 for one (1) or two (2) Violations.	FENALIT	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.
10.Service Incentive Leave 11. Tax Refund 12. Service Charge b. Violations relative to maternity Leave Benefits	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
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	TS -		reprimand/written warning within six (6) months period.
g. Non-presentation of required documents for inspection     h. Violation of other labor related laws.			

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	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
10.Service Incentive Leave 11. Tax Refund	Major Offense:	Suspension	For every succeeding
tax Refund     Service Charge     Violations relative to maternity     Leave Benefits     Violations relative to Paternity     Leave Benefits     d. Non-coverage / Delayed	\$200 monthly	Edi-	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



#### MANPOWER SERVICES DIVISION

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

#### **Minor Violations**

Particulars	Fines	Remarks
Late renewal of Permit (SWP or AEP Endorsements)	First Violation: 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.

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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)	2 <sup>nd</sup> 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

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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	2 <sup>nd</sup> 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/misrepresent ation 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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Certification No. 17-520 Re: SCHEDULE OF FINES AND PENALTIES ON LABOR VIOLATIONS Page 5 of 7

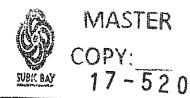
#### **MANPOWER SERVICES DIVISION Major Violations** Particulars Fines Remarks Second Violation: Suspension and US\$500.00 1. Late renewal of Permit Foreign Worker and (SWP or AEP Endorsements) Company Sponsor shall be fined with US\$500.00 each Third Violation: Cancellation of CRTE and US\$1,500.00 Foreign Worker and Company Sponsor shall be fined with US\$1,500.00 each 2. Working without Permit (PWP, or SWP, or AEP First Violation: Foreign Worker and Warning and Company Sponsor shall be fined with US\$1,500.00 each Endorsements) US\$1,500.00 Second Violation: Foreign Worker and Suspension and US\$3,000.00 Company Sponsor shall be fined with US\$3,000.00 each Third Violation: 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
Working with company other than sponsor company	First Violation: Waming and US\$1,500  Second Violation: Suspension and US\$3,000.00	Foreign Worker and Company Sponsor shall be fined with US\$1,500.00 each Foreign Worker and Company Sponsor shall be fined with US\$3,000.00 each
	Third Violation: 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
PWP/SWP/AEP holder working outside the Freeport Zone	First Violation: Warning and US\$500.00	Foreign Worker and Company Sponsor shall be fined with US\$500.00 each
	Second Violation: Suspension and US\$1,000.00	Foreign Worker and Company Sponsor shall be fined with US\$1,000.00 each
	Third Violation: 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
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.

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#### MANPOWER SERVICES DIVISION

#### **Gatepass Processing**

#### Major Violations

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

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#### MANPOWER SERVICES DIVISION **Gatepass Processing Major Violations** Particulars Fines Remarks 2. Working without ID/Gate First Violation: Responsible: Warning and \$50.00 for Company Sponsor every month or a fraction thereof plus \$1.00 daily until (reckoning period: date of date of compliance Commencement of Engagement or Contract with Second Violation: the company) 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

Gatepass Processing		
Major Violations	A Bardy Mosanger	
Particulars	Fines	Remarks
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)



#### 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

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#### SERVICE CONTRACTING OFFICE

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

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Particulars	Fines	Remarks
Operating without SBF Accreditation  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.



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SERVICE CONTRACTING OFFICE

FINES AND PENALTIES FOR ACCREDITATION

(Manpower, Janitorial/ Messengerial, Security Services and Port-related Activities)

Particulars	Fines	Remarks
Late Renewal of     Accreditation	\$20.00. And another \$20.00 every month until date of	If not renewed one (1) month after the expiry date of
First Violation	compliance. Letter of Warning both for the Service Contractor and SBF Locator.	accreditation,.
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.	Responsible: Service Contractor and SBF Locator.
	Suspension of CRTE/PTO for the SBF Locator.	

#### SERVICE CONTRACTING OFFICE

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

Particulars	Hampisens Fines (1964-1964) Jerushan Vandre beleder di	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 Centractor. 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.	Responsible: Service Contractor and SBF Locator.
	Cancellation of CRTE/PTO for the SBF Locator.	

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#### **Minor Violations**

#### **Employee Orientation Seminar (EOS)**

Particulars	Fines -	Remarks
Non-attendance to the Employee Orientation Seminar (EOS)	1st 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	1st offense \$5.00 / OJT & \$1.00 / OJT / day up to compliance date +Reprimand/written warning	Responsible: Company sponsor
Training without Gate pass	1st offense \$10.00 / OJT & \$2.00 / OJT / day up to compliance date +Reprimand/Written Warning	Responsible: Company sponsor
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Note: The payer may opt to pay in Peso equivalent to the current Dollar Exchange Rate.



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#### **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	1st 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 <sup>nd</sup> 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
<b>Note:</b> The payer may of Exchange Rate.	pt to pay in Peso equive	lent to the current Dolla

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**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
Note: The payer ma Exchange Rate.	y apt to pay in Peso equiv	alent to the current Dolla

WORKFORCE DEVELOPMENT DIVISION

**Major Violations** 

On-The Job Training (OJT)

Particulars	Fines	Remarks
Training without gatepass	2 <sup>nd</sup> 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
Note: The payer may i	opt to pay in Peso equiv	alent to the current Dolla



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**Major Violations** 

On-The Job Training (OJT)

Particulars	Fines	Remarks
the Job training after \$20.00 / Compliance to school's required number of hours compliance	2nd offense \$20.00 / OJT & \$2.00 / OJT / day up to compliance date +Suspension	Responsible: Company sponsor
	3 <sup>rd</sup> offense \$30.00 / OJT & \$2.00 / OJT / day up to compliance date +Cancellation of CRTE	Responsible: Company sponsor
<b>Note:</b> The payer may d Exchange Rate.	pt to pay in Peso equiva	lent to the current Dollar

### WORKFORCE DEVELOPMENT DIVISION

#### **Major Violations**

On-The Job Training (OJT)

Particulars	Fines NOV.	Remarks
Any fraudulent " act/misrepresentation of documents / Tampered ID	1st offense \$1,000.00 +Suspension	Responsible: Company sponsor
	2 <sup>nd</sup> 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

to the current Dollar Exchange Rate.

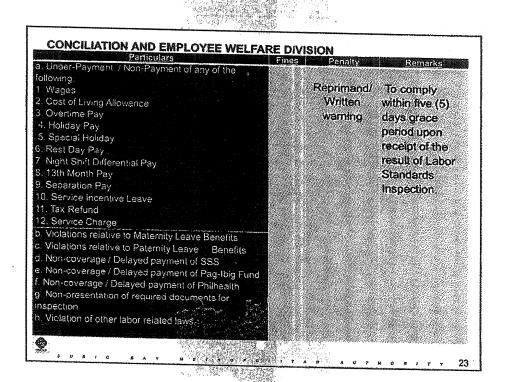


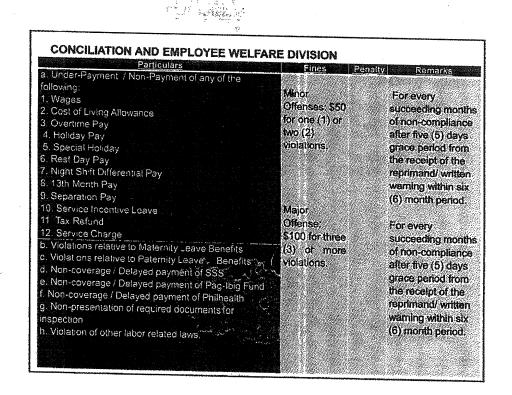
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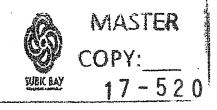


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CONCILIATION AND EMPLOYEE WELFARE DIVISION Particulars
a. Under-Payment / Non-Payment of any of the llowing: 1. Wages
2. Cost of Living Allowance
3. Overtime Pay
4. Holiday Pay
5. Special Holiday
6. Post Day Pay Suspension of non-compliance with the violation after six (6) months until full compliance within six(6) months period Minor Offenses \$100 monthly 5 Special Holiday
6. Rest Day Pay
7. Night Shift Differential Pay
8. 13th Month Pay 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 For every Major Offerse: \$200 succeeding months of non-compliance with the violation after six (6) months until full compliance within six(6) months period. monthly I. Non-coverage / Delayed payment of Philhealth g. Non-presentation of required documents for inspection Violation of other labor related laws.

<u>Particulars</u> e	ines Penalty Remarks
a. Under-Payment / Non-Payment of any of the following:  1. Wages	ines Fenalty Remarks
2. Cost of Living Allowance	
3. Overtime Pay	Non-compliance
4. Holiday Pay	Cancellation with the violation fo
5. Special Holiday	/Termination a period of one (1
6. Rest Day Pay	of CRTE year from the five (5
7. Night Shift Differential Pay	days grace period.
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	
. Non-coverage / Delayed payment of Pag-Ibig Fund	
Non-coverage / Delayed payment of Philhealth	100 (100 m) 1 m (100 m)
Non-presentation of required documents for	erd a
Aspection	
. Violation of other labor related laws.	



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