



LABOR CENTER BULLETIN (LCB 1018 -07- OT)

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. SEVERO C. PASTOR, JR. Manager,/Labor Department

Distribution

All SBF Locators/Investors/Contractors/Sub-Contractors

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SERVICES

FEB 2018

CATE / TIME II

Subic Bay Metropolitan Authority
LABOR DEPARTMENT

Building 255 Room 116, Barryman Road, Subic Bay Freeport Zone, 2222 Philippines

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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

Particulars	Fines	Remarks
1. 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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3. Working with company other than sponsor company	First Violation: Warning and US\$1,500.00	Foreign Worker and Company Sponsor shall be fined with US\$1,500.00 each
TROUTE TO A TO	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
4.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 Violetion: 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	Endorsement for Cancellation of Permit (PWP, SWP or AEP) if already granted, and	Foreign Worker and Company Sponsor shall be fined with US\$5,000.00 each for every month or a fraction thereof
of application and/or documents	Cancellation of CRTE and US\$5,000.00 for every month or a fraction thereof and	(reckoning period: date of receipt of application)
	endorsement for deportation of Foreign Worker to BI/DOJ	

MILLON AFORMORES		
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 ID/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 morth or a fraction thereof plus \$10.00 daily until date of compliance	
2. Working without ID/Gate pass	First Violation: Waming 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).
	Second Violation: Suspension and \$100.00 for every month or a fraction thereof plus \$5.00 daily	

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Certification No. 17-520
Re: SCHEDULE OF FINES AND
PENALTIES ON LABOR VIOLATIONS
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-	until date of compliance	And the state of t
	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: Warning and \$50.00 for	Responsible: Company Sponsor
to worker	every month or a fraction thereof plus \$1.00 daily until date of compliance	(reckoning period: date of Commencement of Engagement or Contract with the company)
	Second Violation: Suspension and \$100.00 for every month or a traction 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	

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

ACTIVITIES)	1000 (4.7. 高麗麗)	
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.
Late Renewal Of Accreditation First Violation	Locator. \$20.00. And another \$20.00 every month until date of compliance. Letter of Waming both for the Service Contractor and SBF Locator.	If not renewed one (1) month after the expiry date of accreditation.
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Certification No. 17-520
Re: SCHEDULE OF FINES AND
PENALTIES ON LABOR VIOLATIONS
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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/		The state of the s
misrepresentation in the conduct of		
business and/or		
doing other		
activities apart		
from the duly registered	US\$200.00 for the	Responsible:
business activity.	Service Contractor. Letter of Warning both	Service Contractor and
	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 accredited companies	
	and blacklisted from	
	doing business within	
	SBFZ for Service Contractor,	
	Contractor.	
	Cancellation of	
	CRTE/PTO for the SBF	
Compression of the compression o	Locator.	- The state of the

Minor Violations
Employee Orientation Seminar (FOS)

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 +Reprimend/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 Page 4 of 7

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 nd 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 + Carcellation 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 nd 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
Marie Marie Constitution of the Constitution o	Confiscation of tampered ID & Banned from undergoing On-the Job Training with SBF locators/investors	Responsible:

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: Wages Cost of living allowance		Reprimand/ Written Warning	To comply within five (5 days grace period upon receipt of the result of Labor Standards
3. Overtime Pay 4. Holiday Pay		3.3	Inspection.
5. Special Holiday	Co. Linkshiper.	Many arts	
Rest Day Pay Night Shift Differential Pay	TAIR AND WAR		
8.13 ^{lh} Month Pay			
9. Separation Pay			
10.Service Incentive Leave	NA		
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: \$60 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) months period.
Service Incentive Leave Tax Refund Service Charge 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			reprimend/written warning within six (6) months period.
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. 13 th 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	Major Offense:	Suspension	For every succeeding
11. Tax Refund 12. Service Charge b. Violations relative to maternity Leave Benefits c. Violations relative to Paternity Leave Benefits d. Non-coverage / Delayed	\$200 monthly		months of non- compliance with the violation after six (6) months until full compliance within six (6) months period

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	DELLEGIO
a. Under-payment /Non-payment of		T I MATTI	REMARKS
any of the following:			
1. Wages		Canadiation	
2. Cost of living allowance	10 miles	Cancellation/Termination of CRTE	Non-compliance
3. Overtime Pay		OI OKIE	with the violation for
4. Holiday 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	* ± °, ,		
8.13 th Month Pay		at a	
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.			

PARTICULARS	FINES	PENALTY	DEMARKS
 a. Under-payment /Non-payment of 		I LIVE!!	REMARKS
any of the following:			
1. Wages	and the same of th	• • •	
2. Cost of living allowance		and the second	
Overtime Pay	\$1000		In case of request for
4. Holiday Pay		7	reconsideration with fu
5. Special Holiday	120/19		Compliance with the
6. Rest Day Pay	7 1 2 2 1 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2		findings
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 Patemity			
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.			

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
18-056
Certification No. 17-520
Re: SCHEDULE OF FINES AND
PENALTIES ON LABOR VIOLATIONS
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Public Consultation on the Proposed **FINES and PENALTIES** on Labor Violations

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



Labor Department

MANPOWER SERVICES DIVISION

Special Work Permit (SWP) / Provisional Permit to Work (PPW) / Alien 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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MANPOWER SERVICES DIVISION Major Violations Particulars Remarks Foreign Worker and Company Sponsor shall be fined with US\$500.00 each Late renewal of Permit (SWP or AEP Endorsements) Second Violation: Suspension and US\$500.00 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 Endorsements) First Violation: Foreign Worker and Warning and US\$1,500.00 Company Sponsor shall be fined with US\$1,500.00 each 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: Warning and US\$1,500 Second Violation: Suspension and US\$3,000,00	Foreign Worker and Company Sponsor shell 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



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 Violetion: 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
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	Responsible: Company Sponsor
, .	month or a fraction thereof plus \$1.00 daily until date of compliance	(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.

MANPOWER SERVICES DIVISION

Gatepass Processing

Major Violations

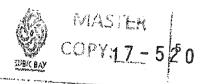
Particulars	Fines	Remarks
Late renewal of ID/gate pass	Second Violation: Suspension and \$50.00 for every month or a fraction thereof plus \$5.00 delly until date of compliance	Responsible: Company Sponsor (reckoning period: last validity date of ID/Gatepass)
	Third Violation: Cancellation of CRTE and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

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Gatepass Processing		•
Major Violations Particulars	Fines	Remarks
2. Working without ID/Gate pass	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)

Gatepass Processing Major Violations	Fore Mountain	
Particulars	Fines Royal	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	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
Activities)
Services and Port-related

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.	Responsible: Service Contractor and SBF Locator.
•	Cancellation of CRTE/PTO for the 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 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,.
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)

	de la contrata del Aires s	mid Port-related Activities)
Particulars	Free spilled in Fines (2007) (2007) Free law of Tuesting track for the	Remarks
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.
4 L	Cancellation of CRTE/PTO	





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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.

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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

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

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Minor Violations

On-the-Job Training (OJT)

Particulars	Fines	Remarks
	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.

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WORKFORCE DEVELOPMENT DIVISION

Major Violations

Employee Orientation Seminar (EOS)

Particulars	Fines	Remarks
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 ont to pay in Peso equivalent to the current Dollar Exchange Rate.

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MASTER

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
	3 rd 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	elent to the current Dolla
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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
	3rd offense \$30.00 / OJT & \$2.00 / OJT / day up to compliance date +Cancellation of CRTE	Responsible: Company sponsor
Note: The payer may . Exchange Rate.	opt to pay in Peso equiv	elent to the current Doll

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Major Violations

On-The Job Training (OJT)

Particulars	Fines	Remarks
Fallure 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
	3ro offense \$30.00 / OJT & \$2.00 / OJT / day up to compliance date +Cancellation of CRTE	Responsible: Company sponsor

urche: The payer may opt to pay in Peso equivalent to the current Dolla. Exchange Rate.

WORKFORCE DEVELOPMENT DIVISION

Major Violations

On-The Job Training (OJT)

Particulars	Fines	Remarks
Any fraudulent act/misrepresentation of documents / Tampered ID	1st 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

Mote: The payer may dot to pay in Peso equivalent to the current Dollar Exchange Rate.

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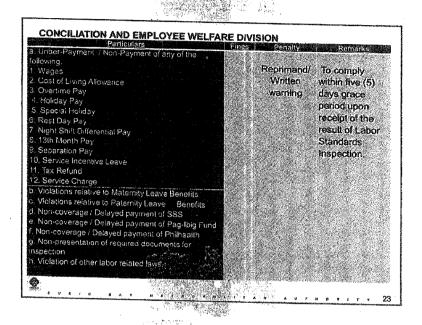


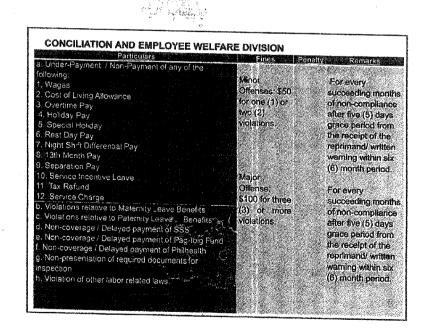
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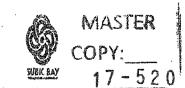
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CONCILIATION AND EMPLOYEE WELFARE	Fines Penalty Remarks
 a. Under-Payment / Non-Payment of any of the following: 1. Wages 	ACHERS
2. Cost of Living Aflowance 3. Overtime Pay 4. Holiday Pay 5. Special Holiday 6. Rest Day Pay 7. Night Shift Differential Pay 8. 13th Month Pay 9. Separation Pay 10. Service Incentive Leave 11. Tax Refund 12. Service Charge	Non-compliance Cancellation with the violation /Termination a period of one of CRTE Vear from the five days grace 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.	



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