

**LABOR CENTER BULLETIN**  
(LCB 2018-02-05)

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

**DATE : 01 February 2018**

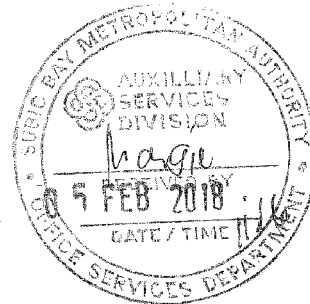
Please be informed of the Schedule of Fines and Penalties on Labor Violations as approved by the SBMA Board of Directors during the 25<sup>th</sup> meeting held last 21 December 2017 through Board Resolution No. 17-12-0524.

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.

*Severo C. Pastor, Jr.*  
**Atty. SEVERO C. PASTOR, JR.**  
Manager, Labor Department

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



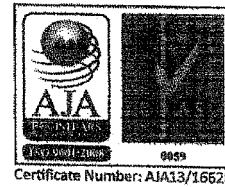
Subic Bay Metropolitan Authority  
**LABOR DEPARTMENT**  
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Subic Bay Metropolitan Authority  
 Office of the Board Secretariat  
 2222 Philippines



**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 (25<sup>th</sup>) 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 B/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	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.
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 <sup>st</sup> 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 <sup>st</sup> offense: \$5.00 / OJT & \$1.00 / OJT / day up to compliance date +Reprimand/written warning	Responsible: Company sponsor
Training without Gate pass	1 <sup>st</sup> offense \$10.00 / OJT & \$2.00 / OJT / day up to compliance date +Reprimand/Written Warning	Responsible: Company sponsor

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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
	3 <sup>rd</sup> 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	2 <sup>nd</sup> offense \$10.00 / OJT & \$1.00 / OJT / day up to compliance date + Suspension	Responsible: Company sponsor
	3 <sup>rd</sup> offense \$15.00 / OJT & \$1.00 / OJT / day up to compliance date + Cancellation of CRTE	Responsible: Company sponsor
Training without gatepass	2 <sup>nd</sup> 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
Failure to discontinue On-the Job training after compliance to school's required number of hours	2 <sup>nd</sup> 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
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

**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. 13 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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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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. 13 <sup>th</sup> 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 <sup>th</sup> 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 11<sup>th</sup> day of January 2018.

  
**JENNIFER T. GUIANG**  
 Board Secretary V


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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, 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



**SUBIC BAY**  
METROPOLITAN AUTHORITY

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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


SUBIC BAY METROPOLITAN AUTHORITY 3

**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

SUBIC BAY METROPOLITAN AUTHORITY 4


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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>

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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

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**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.

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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.	Responsible: Service Contractor and SBF Locator.
	Suspension 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
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.	Responsible: Service Contractor and SBF Locator.
	Cancellation of CRTE/PTO for the SBF Locator.	



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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 <sup>st</sup> 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.*

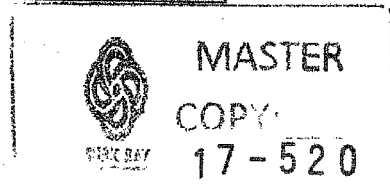
**WORKFORCE DEVELOPMENT DIVISION**

**Minor Violations**

**On-the-Job Training (OJT)**

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

**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 <sup>st</sup> 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
	3 <sup>rd</sup> 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 <sup>nd</sup> offense \$10.00 / OJT & \$1.00 / OJT / day up to compliance date + Suspension	Responsible: Company sponsor
	3 <sup>rd</sup> 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

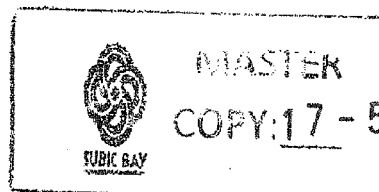
**WORKFORCE DEVELOPMENT DIVISION**

**Major Violations**  
**On-The Job Training (OJT)**

Particulars	Fines	Remarks
Training without gatepass	2 <sup>nd</sup> 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

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

SUBIC BAY METROPOLITAN AUTHORITY 20



**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 <sup>nd</sup> 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

*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 <sup>st</sup> 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

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

SUBIC BAY METROPOLITAN AUTHORITY 22




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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			
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.

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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			
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 Offense: \$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.
	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 Offenses: \$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 Cancellation with the violation for Termination a period of one (1) of CRTE year from the five (5) 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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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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