

Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Regional Office No. \_\_\_\_

**Checklist of Priority Activities Related to Family Welfare Program (FWP) Implementation\***

Name of Establishment	Address		
Owner/ HR Manager	Contact No./Fax No. E-mail Address:		
Total employment ____ 200 or more workers ____ below 200 workers Male ____ Female ____	Kind of Business/economic activity/principal products		
<b>PART I. MANDATORY FWP ACTIVITIES</b>			
	Findings		Required Action
	Conducted	Not conducted	<i>State when activities can be undertaken</i>
<b>1. INSTITUTION BUILDING FOR ESTABLISHMENTS WITH NO FWP</b>			
- Orientation on FWP at the Workplace			
- Organizing a Family Welfare Committee (FWC) at the Workplace			
- Conduct of FWP Assessment and Planning Workshop			
- Reactivation/Reorganizing of Inactive FWC			
<b>2. FAMILY PLANNING/REPRODUCTIVE HEALTH (RH) and RESPONSIBLE PARENTHOOD</b>			
- provide free family planning services to employees and their spouses which shall include, but not limited to, the application or use of contraceptive pills and intrauterine devices (Art. 134)			
- conduct information sessions on the following: importance of birth spacing, responsible parenthood, family planning methods, respect for life and informed choice			
- conduct information sessions on incentive bonus schemes to encourage family planning among workers <sup>1</sup>			
- orientation/seminar on the 10 elements of RH (including Reproductive Health hazards in the workplace)			
- capability building activities for labor and management leaders, members of Family Welfare Committees, plant clinic staff (nurses, midwives, doctors) and peer educators			
<b>3. GENDER EQUALITY</b>			
Anti-Sexual Harassment Act (RA 7877)			
- Posting/dissemination of RA 7877			
- Create committee on decorum and investigation (CODI)			
- Company policy against SH			
- Orientation on the provisions of RA 7877			
- Gender Sensitivity Training (GST)			

\*As indicated in Section 5 ( paragraph 2, no. 2) of DO 56-03 "Rationalizing the Implementation of FWP in DOLE" which states that BWYW shall issue a checklist of existing programs and projects and activities related to FWP implementation. Please refer to AO \_\_\_\_ series of 2004 for guidance.

## PART II. HIGHLY RECOMMENDED FWP ACTIVITIES

	Findings		Required Action
	Conducted	Not conducted	<i>State when activities can be undertaken</i>
<b>1. EDUCATION</b>			
<b>Advocacy/Information on the following:</b>			
Solo Parents Welfare Act (RA 8972) <sup>2</sup> (7 working days parental leave every year, flexible work schedule, and other services)			
Maternity Leave (RA 8282) (60 days for normal delivery/ 78 days for cesarian section; benefit for first 4 deliveries, abortion/miscarriage)			
Paternity Leave (RA 8187) (7 days with pay for the first four deliveries; not convertible to cash)			
Early Childhood Care and Development (ECCD Act) <sup>3</sup> (RA 8980) (tax incentives for employers/corporations with workplace based or related ECCD programs)			
- Establishment of workplace based ECCD services			
- Ensuring a workplace conducive to pregnant/lactating mother <sup>4</sup> (such as provision of facilities for expressing and refrigerating breastmilk; provision of daily breastfeeding breaks during working hours; offering flexible work hours for lactating mothers; conduct breastfeeding education encouraging co-workers and management, etc.)			
- Nursery in the workplace [Art. 132 (c) of the Labor Code]			
<b>2. NUTRITION <sup>5</sup></b>			
- Inclusion of nutrition-related program as non-wage benefits in CBAs or in company policies or programs of companies without unions (such as the conduct of activities for promoting nutrition-friendly workplaces; access to adequate and safe food and water for employees; free or subsidized meals in canteens; nutrition education)			
- Observance of the Nutrition Month of July per Section 7, P.D. 491 or the Nutrition Act of the Philippines			
- Use of iodized salt in compliance with RA 8177 or the ASIN Law			
<b>3. MEDICAL HEALTH</b>			
- Advocacy on HIV/AIDS Program, Drug-Free Workplace Policies and Alcohol Abuse Prevention Program (RA 9165, DO 53-03)			
- Health education program such as primary health care counselling in the workplace			
- Capability building/education opportunities for medical staff			
- Available and free services of a first-aider, nurse, physician and dentist in the workplace for workers and dependents			
<b>4. OTHERS</b>			
- Participation/involvement in the FWCs in the region			

**PART III. OTHER FWP ACTIVITIES**

	Check if		Remarks
	Conducted	Not conducted	May or may not be undertaken
			<i>(Please state indicative period [year, semester] when it may be undertaken by the management)</i>
<b>1. EDUCATION</b>			
- scholarship program			
- adult literacy campaigns/programs			
- leadership skills training			
<b>2. SPIRITUALITY or VALUE FORMATION</b>			
- religious activities re Bible study sessions, sponsoring first communion, choir practice, etc.			
- family day			
<b>3. INCOME GENERATION/LIVELIHOOD/ COOPERATIVE</b>			
- involvement in DOLE programs and employment /livelihood services such as WEED/PRESEED			
- livelihood services under the Solo Parent Welfare Act			
- promotion of self-reliant projects such as cooperatives, sari-sari stores, waste material processing, gardening, sale of scrap materials, basket weaving, food preservation, etc.			
- community outreach program			
<b>4. ENVIRONMENTAL PROTECTION, HYGIENE and SANITATION</b>			
- information dissemination on safe and healthful work environment			
- promotion of 5S			
- pest control			
- education on proper garbage disposal			
- free/subsidized potable water and sewerage system			
- tree planting/reforestation			
<b>5. SPORTS and LEISURE</b>			
- company outings			
- sports tournaments/competitions			
- other recreational activities which are income generating			
<b>6. HOUSING</b>			
- free or subsidized housing/sleeping quarters particularly for the night shift workers			
- housing loan with no or minimal interest			
- development of springs and digging of deep wells			
- barangay infrastructure development assistance			
- sale of company scrap materials at minimal prices to workers who would like to repair their houses or construct fences for piggery and poultry			

	Check if		Remarks
			May or may not be undertaken
	Conducted	Not conducted	<i>(Please state indicative period [year, semester] when it may be undertaken by the management)</i>
<b>7. TRANSPORTATION</b>			
- free/subsidized transport services			
- shuttle service for workers			
<b>OTHER COMPANY-INITIATED ACTIVITIES</b>			
<i>(List down FWP-related activities being undertaken by the establishments but which are not identified in the Checklist)</i>			
Conducted by:		Noted by:	
_____		_____	
Signature over printed name of FWP coordinator		Signature over printed name of Owner/HR Manager	
_____		_____	
Position		Date _____	
Date _____			
Findings/Observations:			

- 1 See attached list of suggested incentive bonus scheme
- 2 Coordinate with the Department of Social Welfare and Development (DSWD)
- 3 Coordinate with the Council for the Welfare of Children (CWC)
- 4 Can be coordinated with the National Nutrition Council (NNC) in your region
- 5 Ibid

Bureau of Women and Young Workers  
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