

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Manila

DEPARTMENT ORDER NO. 3

The interest of the public service so requiring and in line with the decentralization policy of this Department, Regional Directors are hereby authorized, on petition of any interested party, to conduct time and motion studies to determine whether the piece rate/production standards (quota) prescribed by employers for their employees are fair and reasonable and issue appropriate Piece Rate or Production Standards Orders establishing the standard rates.

The following procedures shall be followed in the filing, processing, issuance, denial, revocation and appeal of Piece Rate and Production Standards Orders.

A. Filing of Application:

1. How filed: Application may be filed personally or by mail using the standard form prescribed by the Bureau of Working Conditions obtainable from the Regional Office free of charge. (Form BWC-WHSD-1).
2. By Whom Filed: Any interested party may request the fixing or approval of piece rates and/or production standards (quota) to be prescribed by an employer for his workers.
3. What to file: A duly accomplished application form accompanied by list of job activities with their respective existing rates and other relevant records, if any.
4. Where to file: The application for the fixing or approval must be filed in the Regional/District Office having jurisdiction over the workplace.
5. When to File: The application for the fixing of new rates should be filed before such proposed rates are given effect. Application for the approval of existing company rates, on the other hand, may be filed at any time at the discretion of requesting party, without prejudice to the right of the workers concerned to recover the difference between the amount to which they are entitled to receive under the standards or rates as determined by the Regional Office and that actually paid by them by the employer.

6. A copy of all reports and filled up forms referred to in subsection 4 of this Section shall be furnished the BWC for post evaluation and analysis.

C. Revocation, Denial, Reconsideration and Appeal

1. The Order shall be valid unless sooner revoked or suspended or revised.
2. When the holder of an Order violates the conditions under which it was issued as subsequent investigations may show, the same may be revoked or suspended by the Regional Director after proper hearing wherein the parties shall be given opportunity to be heard.
3. Any party aggrieved by the action of the Regional Director in denying, granting, canceling or revoking such Order may appeal within ten (10) days from notice of such action, to the Secretary of Labor and Employment through the Bureau of Working Conditions specifying therein the grounds relied upon and the arguments for such appeal.

For strict compliance.

27 January 1988.

(SGD.) FRANKLIN M. DRILON
Secretary

REPUBLIC OF THE PHILIPPINES
 Department of Labor and Employment
 BUREAU OF WORKING CONDITIONS
 MANILA

APPLICATION FOR APPROVAL OR ESTABLISHMENT
 OF PRODUCTION STANDARD (QUOTA) / RATES FOR
 WORKERS PAID BY THE PIECE, PAKIAO, TASK
 COMMISSION OR OTHER NON-TIME RATES.

- 1. NAME OF ESTABLISHMENT : -----
- 2. ADDRESS OR LOCATION : -----
- 3. NATURE OF INDUSTRY : -----
- 4. NAME OF OWNER/MANAGER : -----
- 5. NAME OF UNION, IF ANY : -----
- 6. NAME OF PRES. OF UNION : -----
- 7. CAPITALIZATION : -----

8. TOTAL NO. OF EMPLOYEES (including both office and production workers)
 MALE: ----- FEMALE: ----- TOTAL: -----

9. TOTAL NO. OF WORKERS PAID BY RESULTS
 Piece Rate: ----- Quota: ----- Pakiao: ----- Takay: -----
 Commission: ----- Others: (specify) -----
 Male below 18 ----- Female below 18 -----
 18 and above ----- 18 and above -----
 Total ----- Total -----

10. WORK SCHEDULE OF WORKERS PAID BY RESULTS
 ----- to ----- ; ----- to ----- ; ----- to -----
 Break Periods ----- to ----- ; ----- to ----- ; ----- to -----

11. LIST OF JOB ACTIVITIES OR OPERATIONS TO BE COVERED:
 (use separate sheet if necessary)

Job Operations/ Activities	Style Code	No. of Workers Involved	Present rate per piece	Present quota/day	Remarks
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-----	-----	-----	-----	-----	-----
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I hereby certify that the above data and information are true and correct to the best of my knowledge and belief.

 Name and signature of
 Management Representative

 Name and signature of
 Workers Representative

 Designation

 Designation

 Date