

Is it mandatory for employees to avail the facilities provided by their employer?

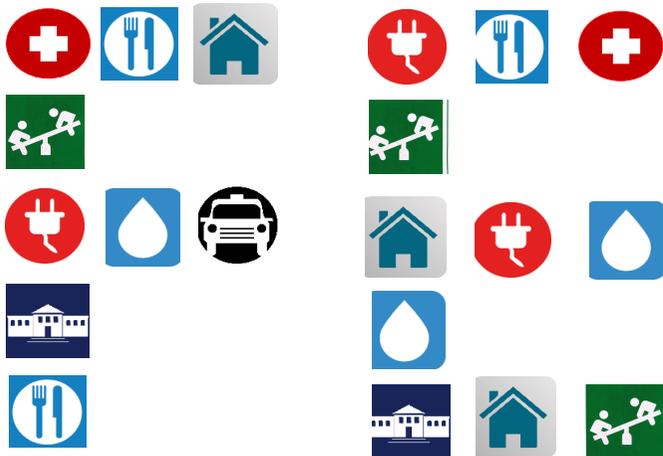
No. Employees may choose not to avail the facilities provided by their employer. The cost of facilities may be charged against the workers' wages only if facilities have been voluntarily accepted in writing by the employees.

How many days are given to aggrieved parties to file for an appeal?

Any party aggrieved by the FE Order may, within ten (10) days from the receipt thereof, appeal to the NWPC by filing a verified appeal with the RTWPB. The appeal may be filed based on violations of the procedures set in the conduct of FE and serious error in computing the monetary value of the facility.

Are there fees/expenses to be paid by the establishment to the RTWPB for the conduct of FE?

None. The RTWPBs conduct the evaluation of facilities for free.



You can reach us through the following RTWPBs:

NCR	2/F, Dy International Bldg., # 1011 Gen. Malvar cor. San Marcelino Sts., Malate, Manila Tel. No.: (02) 400-6765 / 527-5155 Email: wage_ncr@yahoo.com.ph / rtwpb.ncr@nwpc.dole.gov.ph
CAR	3/F DOLE Bldg, # 1 Cabinet Hill, Baguio City Tel. No.: (074) 300-3452 / 424-3416 Email: rtwpbcar@yahoo.com.ph
I	Rm. 202 Juanita Commercial Bldg., Quezon Ave., San Fernando, La Union Tel. No.: (072) 242-4396 / 607-8914 Email: rtwpb1_rb1@yahoo.com
II	3/F Andrew's Bldg., cor. Luna and Blumentritt Sts., Tuguegarao City, Cagayan Tel. No.: (078) 844-0956 / 844-1553, Email: rtwpb2@yahoo.com
III	3/F ASCORP Bldg., cor. Ninoy Aquino St. & McArthur Hway., Dolores, San Fernando, Pampanga Tel. No.: (045) 963-1346 / 963-1162, Email: rtwpb3@yahoo.com.ph
IV-A	3/F Milan Prestige Bldg. National Highway Brgy. Halang, Calamba, Laguna Tel. No.: (049) 545-5511 / 834-4030, Email: rtwpb4a@yahoo.com
IV-B	2/F Luna Building 3, Gov. Infantado St., Calapan City, Oriental Mindoro Tel. No.: (043) 288-1425, Email: rtwpbivb_dole@yahoo.com
V	ANST Bldg., Washington Drive, Legazpi City, Albay Tel. No.: (052) 481-5676 / 820-6692, Email: rtwpb5@yahoo.com
VI	Rm. 30, 3/F Dona Maria Bldg., La Castilla cor. EL 98 Sts., Jaro, Iloilo City Telefax: (033) 320-5864 / 329-0880, Email: rtwpb6@yahoo.com
VII	6/F DOLE VII Bldg., Gorordo Ave., Kamputhaw, Cebu City, Cebu Tel. No.: (032) 266-8068 / 412-9072, Email: rtwpb7@yahoo.com
VIII	DOLE Compound, Trece Martires St., Tacloban City, Leyte Tel. No.: (053) 520-8132 / 321-1959, Email: rtwpb_8@yahoo.com
IX	Rm. 203 Fermin Bldg., Veterans Ave., Zamboanga City Telefax: (062) 991-2672, Email: dole_rtwpb9@yahoo.com
X	3/F FICCO-Tiano Branch., Tiano Bros.-Abellañosa Sts., Cagayan de Oro, Misamis Oriental Telefax: (088) 880-3920 / 0917-793 6825, Email: rtwpb10@gmail.com
XI	2/F R&T Yap Bldg., cor. Bangoy & Monteverde Sts., Davao City, Davao del Sur Tel. No.: (082) 222-4652 / 224-2027 / 305-1877 Email: rtwpbxi@gmail.com / rtwpbxi@yahoo.com
XII	# 102 ACEPAL Bldg., Mabini Extension, Koronadal City, South Cotabato Tel. No.: (083) 520-0129, Email: rtwpbxii@yahoo.com
XIII	Nimfa Tiu Bldg., J.P. Rosalez Ave., Butuan City, Agusan del Norte Tel. No.: (085) 342-9987 Email: rtwpb13@yahoo.com
ARMM	ARMM Complex, Cotabato City Tel. No.: (064) 546-0410 / 421-9728 Email: rtwpbarmm@gmail.com



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Facility Evaluation



facility evaluation

What is Facility Evaluation (FE)?

Facility Evaluation (FE) is a procedure used to determine the fair and reasonable monetary value of the facilities provided by the employer to his/her employees.

What are 'facilities'?

Facilities are articles and services given by the employer for the benefit of the workers and/or their families. Facilities include, but are not limited to the following:



meals



housing or lodging



fuel including electricity, water, and gas for personal use of the employees



transportation for the workers between their home and workplace



school, recreation, and sanitation operated exclusively for the benefit of the workers



medical and dental services rendered to the non-industrial cases

They do not include tools of the trade or articles or service primarily for the benefit of the employer or necessary to the conduct of employer's business.

Facilities may be considered part of the workers' wages.

Why is FE conducted?

Given that the value of facilities may be charged against the employees' wages, it is necessary to determine the fair and reasonable monetary value of the facilities through FE.

Who can file application for FE?

Application for FE may be filed by a union, worker, owner/manager or an authorized representative of a micro, small, or medium establishment.

How to apply for FE?

Applicants shall submit the accomplished NWPC-FE-Form-01 to the RTWPB either personally, by registered mail or email, along with the following documents:

1. Business permit for the current year;
2. List of the company's employees with their corresponding wages;
3. Job activities with their existing wage rates;
4. Method of payment of wages (e.g. pakyaw, takay, commission); and
5. Proof of notice of filing of application.

If the application is filed by a union or worker, the mere submission of NWPC-FE-Form-01 will be enough. The owner/manager will be notified and required by the RTWPB to submit the other documentary requirements.

Applications with incomplete documents will not be accepted, or will be returned in the case of applications sent through registered mail or email.

Where can I apply for FE?

Applications for FE are filed with the Regional Tripartite Wages and Productivity Board (RTWPB) having jurisdiction over the workplace. Applications filed with the DOLE Regional Office and field offices will be immediately forwarded to the appropriate RTWPB. FE is conducted by the RTWPBs.

When do I file the application for FE?

Applications for FE may be filed either before the introduction of the proposed facilities or at any time in the case of existing facilities.

How long will it take before an FE Order is released?

Within thirty (30) days after receipt of completed documentary requirements, the RTWPB conducts the evaluation of facilities and concludes the evaluation by submitting a post evaluation report to the DOLE Regional Director as RTWPB Chairman.

Within five (5) days after the RTWPB submits its report, the DOLE Regional Director then issues the Facility Evaluation Order prescribing the fair and reasonable cost of each facility.

Until When is the Facility Evaluation Order valid?

The Facility Evaluation Order remains valid until it is revoked, suspended, revised or reviewed.