



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
National Wages and Productivity Commission  
**Regional Tripartite Wages and Productivity Board-XIII**  
Caraga Region



Management System  
ISO 9001:2015  
CERTIFIED



**WAGE ORDER NO. RXIII-15**

**PROVIDING NEW MINIMUM WAGE RATES  
IN CARAGA REGION**

**WHEREAS**, under R.A. No. 6727 (*Wage Rationalization Act*), the **Regional Tripartite Wages and Productivity Board-Caraga Region (RTWPB-Caraga)**, is mandated to periodically review and assess the prevailing wage rates, and to conduct continuing studies in the determination of the minimum wage rates applicable in the region, provinces or industries;

**WHEREAS**, the Board agreed motu proprio to conduct Public Hearing/Consultation on Minimum Wage Adjustment to determine whether or not issuance of a new wage order is warranted at present since the Wage Order No.14 is more than one year old;

**WHEREAS**, after giving due notice to all concerned sectors, the RTWPB-Caraga conducted a series of public hearing/consultations in different key areas of the region such as San Francisco, Agusan del Sur on September 5, 2017; Bislig City, Surigao del Sur on September 6, 2017; Tandag City on September 11, 2017; Surigao City on September 12, 2017 and Butuan City on October 12, 2017 to determine the necessity of issuing a new wage order;

**WHEREAS**, after a thorough evaluation of the socio-economic factors in the region in accordance with the provisions set forth under NWPC Guidelines No. 01, Series of 2007, the RTWPB-CARAGA has determined that there is a need to provide workers with immediate relief by providing increase in the daily minimum wage rates.

**WHEREAS**, consistent with the government's policy of achieving higher level of productivity to preserve and generate jobs and to augment the income of workers, there is a need to build the capacity of business enterprises to be competitive through productivity improvement and gain sharing programs;

**WHEREAS**, pursuant to NWPC Guidelines No. 02, Series of 2012 (Guidelines on the Implementation of the Two-Tiered Wage System), in relation to RA 6727 or Wage Rationalization Act, the Regional Tripartite Wages and Productivity Board - Caraga is mandated to implement the Two-tiered wage system (TTWS) where the 1<sup>st</sup> Tier is the mandated minimum wage component set by the Board and the 2<sup>nd</sup> Tier is the issuance of productivity-based advisories to guide industries in enhancing productivity incentives program as basis for employer initiatives or enterprise-level negotiations.

**NOW THEREFORE**, by virtue of the power and authority vested under Republic Act 6727, the RTWPB-Caraga hereby issues this Wage Order.

1 | Wage Order No. RXIII-15



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**Section 1. INCREASE IN THE DAILY BASIC WAGE RATE and COST OF LIVING ALLOWANCE**

- a. Upon effectivity of this Order, the COST OF LIVING ALLOWANCE of the covered workers under Wage Order No. 14 shall be increased by Php10.00
- b. Effective February 14, 2018, the DAILY BASIC MINIMUM WAGE RATE of the covered workers shall be increased by Php10.00
- c. Effective May 01, 2018, , the DAILY BASIC MINIMUM WAGE RATE of the covered workers shall be increased by Php 5.00

**Section 2. NEW MINIMUM WAGE RATES**

The daily minimum wage rates applicable to covered workers in Caraga Region shall be as follows:

INDUSTRY/SECTOR	Wage Order No. RXIII-14			Wage Order No. RXIII-15								
				1 <sup>st</sup> Tranche Upon effectivity of the Order			2 <sup>nd</sup> Tranche Effective February 14, 2018			3 <sup>rd</sup> Tranche Effective May 01, 2018		
	BW	COLA	*DMWR	BW	COLA	*DMWR	BW	COLA	*DMWR	BW	COLA	*DMWR
NON-AGRICULTURE	260	20	280	260	30	290	270	30	300	275	30	305
AGRICULTURE PLANTATION	255	25	280	255	35	290	265	35	300	270	35	305
AGRICULTURE NON PLANTATION and RETAIL & SERVICE	245	35	280	245	45	290	255	45	300	260	45	305

Upon effectivity, retail/service employing more than ten (10) workers shall be classified as Non-Agriculture.

**Section 3. COVERAGE**

The wage increase prescribed under this Order shall apply to the MINIMUM WAGE EARNERS in the private sector in Caraga Region, regardless of their position, designation or status and irrespective of the method by which their wages are paid.

Not covered by the provisions of this Order are household or domestic workers, persons employed in the personal service of another, including family drivers and workers in registered Barangay Micro Business Enterprises (BMBE) with Certificates of Authority in accordance with RA 9178.

**Section 4. BASIS OF PAYING MINIMUM WAGE**

The minimum wage rates prescribed under this Order shall be for the normal working hours, which shall not exceed eight (8) hours work a day.



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November 2018  
13 310422019



### **Section 5. APPLICATION TO PRIVATE EDUCATIONAL INSTITUTIONS**

In the case of private educational institutions, the share of covered workers and employees in the increase in tuition fees for SY 2017-2018 shall be considered in compliance with the increase set forth herein; provided that if such increase is less than the prescribed adjustment, the employer shall pay the difference in the School Year 2018-2019.

Private educational institutions, which have not increased their tuition fees for the School Year 2017 - 2018, may defer compliance with the provisions of this Order until the beginning of School Year 2018-2019.

In any case, all private educational institutions shall implement the wage rates prescribed herein starting School Year 2018-2019.

### **Section 6. APPLICATION TO CONTRACTORS**

In the case of contracts for construction projects and for security, janitorial and similar services, the prescribed increases shall be borne by the principals of the construction/service contractors and the contract shall be deemed amended accordingly. In the event however, that the principals fail to pay the prescribed minimum wage, the construction/service contractors shall be jointly and severally liable with the principals.

### **Section 7. WORKERS PAID BY RESULTS**

All workers paid by results, including those who are paid on piece work, *takay*, *pakyaw* or task basis, shall be entitled to receive not less than the prescribed daily minimum wage for eight (8) hours work day, or a proportion thereof for working less than eight (8) hours.

### **Section 8. WAGES OF SPECIAL GROUPS OF WORKERS**

Wage of apprentices and learners shall in no case be less than seventy five percent (75%) of the applicable minimum wage rates. All recognized learnership and apprenticeship agreements entered into before the effectivity of this Order shall be considered automatically modified insofar as their wage provisions are concerned to reflect the prescribed wage rates.

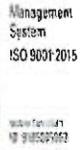
All qualified physically-challenged workers shall receive the full amount of the new wage rates prescribed herein pursuant to Republic Act no.7277, otherwise known as the Magna Carta for Disabled Persons.

### **Section 9. MOBILE & BRANCH WORKERS**

The minimum wage rates of workers and employees, who by the nature of their work have to travel, shall be those applicable in the domicile or head office of the employer.



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The minimum wage rates of workers and employees working in branches or agencies of establishments within or outside the region shall be those applicable in the place where they are stationed.

### **Section 10. TRANSFER OF WORKERS and EMPLOYEES**

The transfer of the workers and employees from one region to another shall not diminish the wage rates being enjoyed by them prior to such transfer. The workers and employees transferred to other regions with higher rates shall be entitled to the minimum wage rate applicable therein.

### **Section 11. PRODUCTIVITY-BASED WAGES**

In order to sustain rising wage levels of wages and enhance competitiveness, labor and management as partners in business are encouraged to adopt productivity improvement schemes that will improve the quality of work of employees and, in time, enable them to produce more and earn more, such as time and motion studies, good housekeeping, quality circles, labor-management cooperation, as well as implement gainsharing and other performance incentive programs.

Pursuant to Two-Tiered Wage System, the Board issued Advisory No. 1 with Mining as its target industry, notwithstanding the issuance of future advisories to guide workers and management on the formulation, adoption, and implementation of programs and performance and productivity-based incentive schemes.

### **Section 12. EXEMPTIONS**

The following may be exempted from the applicability of this Order upon application with and as determined by the Board in accordance with NWPC Guidelines No. 02, Series of 2007 (The Rules on Exemption).

1. Distressed Establishments;
2. Retail/Service establishments regularly employing not more than 10;
3. New Business enterprises (NBEs);and
4. Establishments adversely affected by Natural and/or Human-Induced Disasters.

### **Section 13. APPEAL TO THE COMMISSION**

Any party aggrieved by the Order issued by the Board may file an appeal with the Commission within 10 calendar days from the publication of this Order.

### **Section 14. EFFECT OF FILING OF APPEAL**

The filing of the appeal does not operate to stay the Order unless the party appealing such Order shall file with the Commission an undertaking with a surety or sureties satisfactory to the commission for payment of the corresponding increase to employees affected by the Order in the event such Order is affirmed.



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### **Section 15. EFFECTS ON EXISTING WAGE STRUCTURE**

Where the application of the increases in the wage rates under Sections 1 and 2 hereof, results in the distortion of the wage structure within an establishment, the same shall be corrected in accordance with the procedure provided for under Art. 124 of the Labor Code as amended.

The pendency of a dispute arising from wage distortion shall not in any way delay the applicability of any increase prescribed in this Order.

### **Section 16. FREEDOM TO BARGAIN**

This Order shall not be construed to prevent workers in particular firms or enterprises of industries from bargaining for higher wages with their respective employers. Further, the application of the wage increase shall not apply to the existing wage already negotiated under the company's collective bargaining agreement.

### **Section 17. COMPLAINTS FOR NON-COMPLIANCE**

Complaints for non-compliance with the Order shall be filed with the Regional Office of the Department having jurisdiction over the workplace and shall be subject to the mandatory thirty (30) day conciliation and mediation process under Single Entry Approach (SENA). However, if settlement fails, the case becomes subject of enforcement proceedings under Art. 128 and 129 of the Labor Code, as amended.

### **Section 18. NON-DIMINUTION CLAUSE**

Nothing in this Order shall be construed to reduce any existing wage rates, allowances and benefits of any form under existing laws, decrees, issuances, executive orders and/or any contract or agreement between the workers and employers.

### **Section 19. REPORTING REQUIREMENT**

Any person, company, corporation, partnership or any entity engaged in business shall submit a verified itemized listing of their labor component to the Board not later than January 31, 2018 and every year thereafter in accordance with the form prescribed by the Commission.

### **Section 20. PROHIBITION AGAINST INJUNCTION**

No preliminary or permanent injunction or temporary restraining order may be issued by any court, tribunal or other entity against any proceeding before the Board as provided for under RA 6727



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**Section 21. PENAL PROVISIONS**

Any person, corporation, trust firm, partnership, association or entity which refuses or fails to pay the prescribed adjustments in this Order shall be subject to the penal provisions under RA 6727 as amended by RA 8188.

**Section 22. IMPLEMENTING RULES**

The Board shall prepare the necessary rules and regulations to implement this Order, subject to the approval of the Secretary of Labor and Employment.

**Section 23. REPEALING CLAUSE**

All orders, issuances, rules and regulations or parts thereof inconsistent with this Order are hereby repealed, amended or modified accordingly.

**Section 24. SEPARABILITY CLAUSE**

If any provisions or part of this Order, or the application thereof to any person or circumstance, is held invalid or unconstitutional, the remainder of the Order or the application of such provision or part thereof to other persons or circumstance shall not be affected thereby.

**Section 25. EFFECTIVITY**

This Order shall take effect fifteen (15) days after its publication in at least one (1) newspaper of general circulation in Caraga Region.

APPROVED. Butuan City, Philippines. NOV 10 2017

*BSH*

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**Mr. JOSELITO V. SORIANO**  
Labor Sector Representative

  
**Mr. JORGE G. UY**  
Management Sector Representative

  
**Mr. FLORANTE O. PEREZ**  
Labor Sector Representative

  
**Ms. JOCELYN F. YEE**  
Management Sector Representative

  
**Dir. MYLAH FAYE AURORA B. CARIÑO**  
Vice Chairperson, NEDA

  
**Dir. BRIELGO O. PAGARAN**  
Vice Chairperson – DTI

  
**Dir. CHONA M. MANTILLA**  
Chairperson - DOLE



## RULES AND REGULATIONS IMPLEMENTING WAGE ORDER NO. RXIII-15

Pursuant to Section 6, Rule IV of the Amended Rules of Procedure On Minimum Wage Fixing, and Section 22 of Wage Order No. RXIII-15, the following Rules are hereby issued for the guidance and compliance by all concerned in the Caraga Region.

### RULE 1 GENERAL PROVISIONS

#### Section 1. TITLE

This Rule shall be known as "The Rules and Regulations Implementing Wage Order No. RXIII-15."

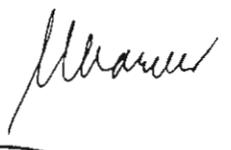
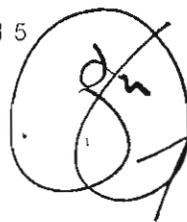
#### Section 2. DEFINITION OF TERMS – as used in this Rules.

- a. **RA 6727** – refers to the "Wage Rationalization Act".
- b. **RA 8188** – refers to the "Act Increasing the Penalty and Imposing Double Indemnity for Violation of the Prescribed Increases or Adjustment in the Wage Rates".
- c. **RA 9178** - refers to the "Act that Promotes the Establishment of Barangay Micro Business Enterprise (BMBE)".
- d. **DEPARTMENT** – refers to the Department of Labor and Employment.
- e. **COMMISSION** – means the National Wages and Productivity Commission.
- f. **BOARD** – means the Regional Tripartite Wages and Productivity Board No. XIII.
- g. **CARAGA REGION** – covers the Provinces of Agusan del Norte, Agusan del Sur, Surigao del Norte, Surigao del Sur, Dinagat Island, and the Cities of Butuan, Surigao, Bislig, Cabadbaran, Bayugan, and Tandag.
- h. **CERTIFICATE OF AUTHORITY** - is the Certificate issued by the city or municipal treasurer to registered BMBEs pursuant to RA 9178.
- i. **AGRICULTURE** – refers to farming in all its branches, including cultivation and tillage of soil, production, growing and harvesting of agricultural and horticultural commodities, dairying, raising of livestock or poultry, the culture of fish and other aquatic products in farms or ponds, and any activities performed by a farmer or on a farm as an incident to or in conjunction with such farming operations. This does not include the manufacturing and/or processing of sugar, coconut, abaca, tobacco, pineapple, aquatic or other farm products.

- j. **PLANTATION AGRICULTURE** – is one engaged in agriculture with an area of more than 24 hectares in a locality or which employs at least twenty (20) workers. Any other agricultural enterprise shall be considered non-plantation.
- k. **ESTABLISHMENT** – refers to an economic unit which engages in one or predominantly one kind of economic activity at a single fixed location.

For purposes of determining eligibility for exemption, establishment under the same owner/s but separately registered with the Securities and Exchange Commission (SEC), Office of the City/Municipal Mayor, Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), as the case may be, irrespective of their location, shall be treated as individual and distinct establishment.

- l. **MULTI PURPOSE COOPERATIVE**- is one that combines two or more of the business activities of the different types of cooperative defined under RA 6938 otherwise known as Cooperative Code of the Philippines, as amended by RA 9520.
- m. **BARANGAY MICRO BUSINESS ENTERPRISE** – refers to any registered entity or enterprise granted a Certificate of Authority under RA 9178.
- n. **DISTRESSED ESTABLISHMENT** – refers to establishment, which meets the criteria enumerated in Sec. 3 (A) of NWPC Guidelines No. 02, series of 2007.
- o. **RETAIL ESTABLISHMENT** – refers to an entity principally engaged in the sale of goods to end user for personal or household use. A retail establishment that regularly engages in wholesale activities loses its retail character. For purposes of these Guidelines, retail establishment must be regularly employing not more than 10 workers.
- p. **SERVICE ESTABLISHMENT** – refers to an entity principally engaged in the sale of services to individuals for their own or household use and is generally recognized as such. For purposes of these Guidelines, service establishment must be regularly employing not more than 10 workers.
- q. **BASIC WAGE** – means all remuneration or earnings paid by an employer to a worker for services rendered on normal working days and hours but does not include Cost of Living Allowances, profit-sharing payments, premium payments, 13<sup>th</sup> month pay, or other monetary benefits which are not considered as part of or integrated into the basic salary of the workers on the date the wage increase became effective.
- r. **MINIMUM WAGE RATE** – is the lowest wage rate that an employer can pay his worker as fixed by the Board.
- s. **WAGE DISTORTION** – means a situation where an increase in prescribed wage rates results in the elimination or severe contraction of intentional quantitative differences in wage or salary rates between and among employee groups in an establishment as to effectively obliterate the distinction embodied in such wage structure based on skills, length of service or other logical basis of differentiation.



- t. **ORDER** – means Wage Order No. RXIII-15.
- u. **CAPITAL IMPAIRMENT**- refers to the diminution of capital due to accumulated losses.
- v. **STOCKHOLDER'S EQUITY** – refers to the residual interest in the assets of an entity that remains after deducting its liabilities. It is total assets minus total liabilities. It is the same as equity and net worth.
- w. **FULL ACCOUNTING PERIOD** - refers to a period of twelve (12) months or one year of business operations.
- x. **INTERIM PERIOD** - refers to a financial reporting shorter than a full financial year (most typically a quarter or half-year).
- y. **DEFICIT**- refers to the negative balance of the retained earnings account of a corporation. Retained earnings represent the accumulative balance of periodic earnings, dividend distributions, prior period adjustments and other capital adjustments.
- z. **TOTAL ASSETS** - refer to things of value owned by the business such as cash, machines, building and land which can be measured or expressed in money terms.
- aa. **NET LOSS** – refers to actual loss suffered by a company after deducting expenditures including overhead and interest charges from revenues.
- bb. **FINANCIAL STATEMENT** – refers to a written report which quantitatively describes the financial health of the company. This includes the following: balance sheet, income statement, statement of changes in equity, cash flow statement and notes to financial statement.
- cc. **STOCK CORPORATION** – refers to one organized for profit and issues shares of stock to its members.
- dd. **NON-STOCK NON-PROFIT CORPORATION** – refers to one organized principally for public purposes such as charitable, educational, cultural or similar purposes and does not issue shares of stock to its members.
- ee. **PARTNERSHIP** – refers to an association of two or more persons who bind themselves to contribute money, property, or industry to a common fund with the intention of dividing the profits among themselves or for the exercise of a profession.
- ff. **SINGLE PROPRIETORSHIP** – refers to a business unit owned and controlled by only one person.
- gg. **COOPERATIVE** – refers to a duly registered association pursuant to R.A. 6938 (Cooperative Code of the Philippines), as amended by RA 9520.
- hh. **NEW BUSINESS ENTERPRISES** – refer to establishments, including non-profit institutions, established with two (2) years from effectivity of the Wage Order based on the latest registration with the appropriate government agency such as SEC, DTI, CDA and Mayor's Office.

The bottom of the page features several handwritten signatures and initials. On the left, there is a signature that appears to be 'RR'. In the center, there is a signature that looks like 'Caw'. To the right of that is a large, circular stamp or signature. Further right, there is a signature that looks like 'M...'. On the far right, there is a signature that looks like 'Alvarez' and another signature above it that looks like 'J...'. There are also some other scribbles and marks.

- ii. **QUASI-BANKS** – refer to institutions such as investment houses and financing companies performing quasi-banking functions as defined by the Bangko Sentral ng Pilipinas.
- jj. **CONSERVATORSHIP** – refers to a remedy resorted to by the Monetary Board in case a bank or quasi-bank is in state of continuing inability or unwillingness to maintain condition of liquidity deemed adequate to protect the interests of the depositors and creditors. A conservator is appointed to manage the establishment in order to restore its viability.
- kk. **RECEIVERSHIP/LIQUIDATION** – refers to a remedy resorted by the Monetary Board in case a bank or quasi-bank is (a) unable to pay its liabilities as they become due in the ordinary course of business; (b) has insufficient realizable assets as determined by the Bangko Sentral ng Pilipinas to meet its liabilities; (c) cannot continue in business without involving probable losses to its depositors or creditors; (d) has willfully violated a cease and desist order under Sec. 37 that has become final involving acts or transactions which amount to fraud or dissipation of the assets of the institution.
- ll. **UNDER CORPORATE REHABILITATION** – refers to establishment that is placed under a rehabilitation receiver by a court of competent jurisdiction.
- mm. **PAID-UP CAPITAL** - refers to the total amount of shareholder capital that has been paid by shareholders.
- nn. **STATE OF CALAMITY** - refers to a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of a natural or human-induced hazard (Section 3 of RA 10121, "Philippine Disaster Risk Reduction and Management Act of 2010).
- oo. **HAZARD** - refers to a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihood or services, social and economic disruption, or environmental damage; any potential threat to public safety and/or public health; any phenomenon which has the potential to cause disruption or damage to people, their property, their services of their environment, i.e. their communities. The four classes of hazards are natural technological, biological and societal hazards. (National Disaster Risk Reduction and Management Council NDRRMC)
- pp. **DISASTER** - refers to a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources; an actual threat to public health and safety where the local government and emergency services are unable to meet the immediate needs of the community; an event in which the local emergency management measures are insufficient to cope with a hazard, whether due to a lack of time, capacity or resources, resulting in unacceptable levels of damage or number of casualties. (NDRRM)

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**RULE II**

**NEW MINIMUM WAGE RATES**

**Section 1. INCREASE IN THE BASIC DAILY WAGE RATE & COST OF LIVING ALLOWANCE (COLA)**

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Upon effectivity, Retail/Service employing more than ten (10) workers shall be classified as Non – Agriculture.

**Section 3. COVERAGE**

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Not covered in the Wage Order are household or domestic workers, persons employed in the personal service of another including family drivers, and workers in the registered Barangay Micro Business Enterprises with Certificates of Authority in accordance with RA 9178.

**Section 4. BASIS OF PAYING MINIMUM WAGE**

The minimum wage rates prescribed under the Order shall be for the normal working hours, which shall not exceed eight (8) hours work a day.

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## Section 5. APPLICATION TO PRIVATE EDUCATIONAL INSTITUTIONS

In the case of private educational institutions, the share of covered workers and employees in the increases in tuition fees for SY 2017-2018 shall be considered in compliance with the increase set forth herein, provided that if such increase is less than the prescribed adjustment, the employer shall pay the difference in the School Year 2018-2019.

Private educational institutions, which have not increased their tuition fees for the School Year 2017-2018 may defer compliance with the provisions of this Order until the beginning of School Year 2018-2019.

In any case, all private educational institutions shall implement the wage rates prescribed herein starting School Year 2018-2019.

## Section 6. APPLICATION TO CONTRACTORS

In the case of contracts for construction projects and for security, janitorial and similar services, the prescribed increases in the wage rates of the workers provided under this Order, shall be borne by the principals of the construction/service contractors.

Any contract to this effect entered into before the effectivity of the Order shall be considered automatically modified insofar as their wage provision is concerned. In the event however, that the principals fail to pay the prescribed minimum wage, the construction/service contractors shall be jointly and severally liable with the principals.

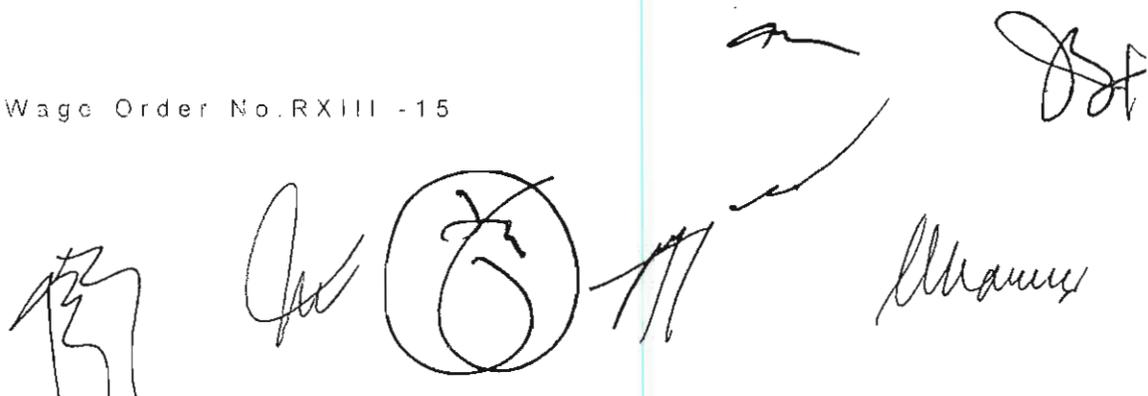
## Section 7. WORKERS PAID BY RESULTS

All workers paid by results, including those who are paid on piece work, *takay*, *pakyaw* or task basis, shall receive not less than the applicable minimum wage rates prescribed under the Order for the normal working hours which shall not exceed eight (8) hours work a day, or a proportion thereof for work of less than the normal working hours.

The adjusted minimum wage rates for workers paid by results shall be computed in accordance with the following steps:

- a. Amount of increase in AMW  $\div$  Previous AMW  $\times$  100 = % increase;
  - b. Existing rate/piece  $\times$  % increase = increase in rate/piece;
  - c. Existing rate/piece + increase in rate/piece = Adjusted rate/piece
- where AMW is the Applicable Minimum Wage rate

The wage rates for workers who are paid by results shall continue to be established in accordance with Article 101 of the Labor Code, as amended and its implementing regulations.

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## **Section 8. WAGES OF SPECIAL GROUP OF WORKERS**

Wages of apprentices and learners shall in no case be less than seventy five percent (75%) of the applicable minimum wage rates prescribed in the Order. All recognized learnership and apprenticeship agreements entered into before the effectivity of the Order shall be considered automatically modified insofar as their wage provisions are concerned to reflect the increase prescribed under the Order.

All qualified physically-challenged workers shall receive the full amount of the new wage rates prescribed herein pursuant to Republic Act no.7277, otherwise known as the Magna Carta for Disabled Persons.

## **Section 9. MOBILE & BRANCH WORKERS**

The minimum wage rates of workers and employees, who by the nature of their work have to travel, shall be those applicable in the domicile or head office of the employer.

The minimum wage rates of workers and employees working in branches or agencies of establishments within or outside the region shall be those applicable in the place where they are stationed.

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The transfer of the workers and employees from one region to another shall not diminish the wage rates being enjoyed by them prior to such transfer. The workers and employees transferred to other regions with higher rates shall be entitled to the minimum wage rate applicable therein.

## **Section 11. PRODUCTIVITY AND PERFORMANCE BASED INCENTIVE PROGRAMS**

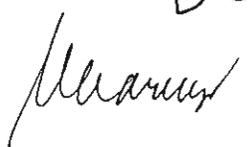
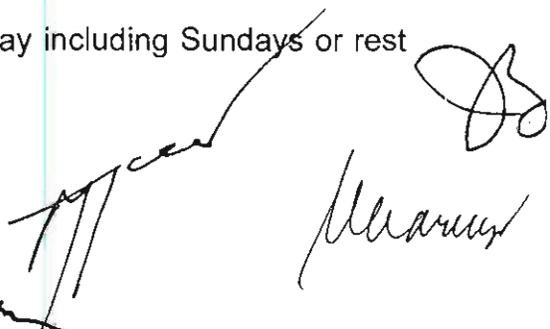
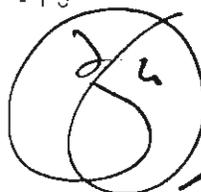
In order to sustain rising wage levels of wages and enhance competitiveness, labor and management as partners in business are encouraged to adopt productivity improvement schemes that will improve the quality of work of employees and, in time, enable them to produce more and earn more, such as time and motion studies, good housekeeping, quality circles, labor-management cooperation, as well as implement gainsharing and other performance incentive programs.

Pursuant to Two-Tiered Wage System, the Board issued Advisory No. 1 with Mining as its target industry, notwithstanding the issuance of future advisories to guide workers and management on the formulation, adoption, and implementation of programs and performance and productivity-based incentive schemes.

## **Section 12. SUGGESTED FORMULAE IN DETERMINING THE EQUIVALENT MONTHLY REGIONAL MINIMUM WAGE RATES**

Without prejudice to existing company practices, agreements or policies, the following formulae may be used as guides in determining the equivalent monthly minimum wage rates:

- a. For those who are required to work everyday including Sundays or rest days, special days and regular holidays:



Estimated  
Equivalent  
Monthly  
Rate (EEMR) = Applicable Daily Wage Rate (ADR) x 393.5 days/12

Where 393.5 days are:

298 days	- ordinary working days
24 days	- 12 regular holidays x 200%
67.6 days	- 52 rest days x 130%
<u>3.9 days</u>	- 3 special days x 130%
393.5 days	- Total no. of days / year

- b. For those who do not work and are not considered paid on Sundays or rest days, the factor is 313 days.

EEMR = ADR x 313 days / 12 months

Where 313 days/year =

298 days	- ordinary working days
12 days	- regular holidays
<u>3 days</u>	- special days
313 days	- Total no. of days / year

- c. For those who do not work and are not considered paid on Saturdays and Sundays or rest days, the factor is 261 days.

EEMR = ADR x 261 days / 12 months

Where 261 days / year =

246 days	- ordinary working days
12 days	- regular holidays
<u>3 days</u>	- special days
261 days	- Total no. of days / year

- d. The breakdown of factor 365 days / year is as follows:

EEMR = ADR x 365 days / 12 months

Where 365 days / year =

298 days	- ordinary working days
52 days	- Sundays / rest days
12 days	- regular holidays
<u>3 days</u>	- special days
365 days	- Total no. of days/year

Note: The above-suggested formula is by reason of the passage of R.A. 9849 & 9492 (An Act Rationalizing the Celebration of National Holidays Amending for the Purpose Section 26, Chapter 7, Book I of Executive Order No. 292, as amended, otherwise known as the Administrative Code of 1987).

### Section 13. APPEAL TO THE COMMISSION

Any party aggrieved by the Order issued by the Board may file an appeal with the Commission through the Board within ten (10) calendar days from the publication of the Order. The Commission shall decide the appeal within sixty (60) calendar days from the date of filing.

The appeal shall be accompanied by a memorandum of appeal which shall state the grounds relied upon, the arguments in support of the appeal and the relief being sought.

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## Section 14. GROUNDS FOR APPEAL

An appeal may be filed on the following grounds:

- a. Non-conformity with prescribed guidelines and/or procedures;
- b. Question of law;
- c. Grave abuse of discretion.

## Section 15. EFFECT OF APPEAL

The filing of the appeal does not operate to stay the Order unless the party appealing such Order shall file with the Commission an undertaking with a surety or sureties satisfactory to the Commission for payment of the corresponding increase to employees affected by the Order in the event such Order is affirmed.

## RULE III

### EXEMPTIONS

#### Section 1. EXEMPTIBLE CATEGORIES

Upon application with and as determined by the Board and in accordance with the NWPC Guidelines No. 02, series of 2007 (Amended Rules on Exemption), the following may be exempted from applicability of the Order.

- a. Distressed Establishments;
- b. New Business Enterprises (NBEs);
- c. Retail/Service establishments employing not more than 10 workers; and
- d. Establishments adversely affected by Natural and/or Human-Induced Disasters.

#### Section 2. FILING OF APPLICATION FOR EXEMPTION

All applications for exemption shall be filed under oath and with complete supporting documents within seventy five (75) days from the date of the publication of this Rules. No extension of time for filing and submission of the required documents shall be allowed.

In the case of NBEs, applications shall be filed not later than sixty (60) days from the date of registration.

Applications filed before the DOLE regional or provincial satellite offices shall be deemed filed before the proper RTWPB.

In case of applications of establishments adversely affected by calamities where the calamity occurred after the expiration of the period for the filing of an application for exemption, the Board may reopen the same. The applicant shall also submit a certification that a general assembly to explain to its workers and employees its intent to file an application has been conducted prior to the filing of the application and an undertaking to conduct another general assembly informing its workers and employees of the decision of the Board on its application.

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### Section 3. CRITERIA FOR EXEMPTION

The following criteria shall be used to determine whether the applicant-establishment is qualified for exemption:

#### A. Distressed Establishment

##### 1. For Corporation/ Cooperatives

###### a. Full Exemption:

- a.1 When the deficit, as defined in Section 2 (Y), Rule I as of the last full accounting period preceding the effectivity of the Order amounts to 20% or more of the paid-up capital for the same period; or
- a.2 When an establishment registers capital deficiency i.e., negative stockholder's equity, as of the last full accounting period immediately preceding the effectivity of the Order.

###### b. Partial Exemption

- b.1 When the deficit, as defined in Section 2 (Y), Rule I, as of the last full accounting period immediately preceding the effectivity of the Order amounts to at least 10% but less than 20% of the paid-up capital for the same period.

###### c. Conditional Exemption

- c.1. When the actual net loss as of the interim period immediately preceding the effectivity of the Order amounts to at least 25% of total assets.

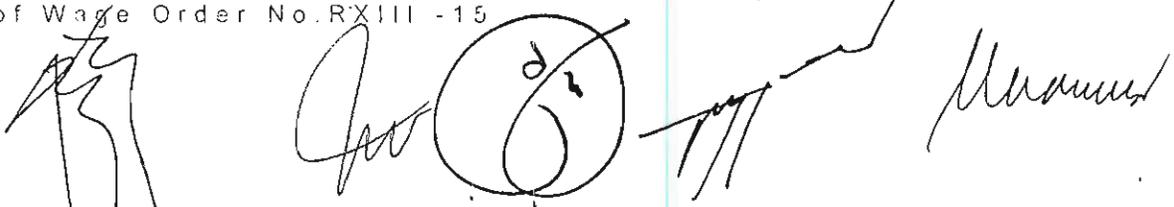
##### 2. For Single Proprietorships/ Partnerships

###### a. Full Exemption:

- a.1 When the accumulated net losses for the last two (2) full accounting periods immediately preceding the effectivity of the Order amounts to 20% or more of the total invested capital at the beginning of the period under review; or
- a.2 When an establishment registers capital deficiency i.e. negative net worth as of the last full accounting period immediately preceding the effectivity of the Order.

###### b. Partial Exemption:

- b.1 When the accumulated net losses for the last two (2) full accounting periods immediately preceding the effectivity of the Order amounts to at least 10% but less than 20% of the total invested capital at the beginning of the period under review.

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c. Conditional Exemption:

c.1 When the actual net loss of the interim period immediately preceding the effectivity of the Order amounts to at least 25% of the total assets.

3. For Non-stock, Non-profit Organizations

a. Full Exemptions:

a.1 When the accumulated net losses for the last two (2) full accounting periods immediately preceding the effectivity of the Order amounts to 20% or more of the fund balance/member's contribution at the beginning of the period; or

a.2 When an establishment registers capital deficiency i.e. negative fund balance/member's contribution as of the last full accounting period or interim period, immediately preceding the effectivity of the Order.

b. Partial Exemption:

b.1 When the accumulated net losses for the last two (2) full accounting periods immediately preceding the effectivity of the Order amounts to at least 10% but less than 20% of the fund Balance/member's contribution at the beginning of the period.

c. Conditional Exemption:

c.1 When the actual net loss of the interim period immediately preceding the effectivity of the Order amounts to at least 25% of the total assets.

4. For Banks and Quasi-banks

a. Under receivership/liquidation

Exemption may be granted to a bank or quasi-bank under receivership or liquidation when there is a certification from the Bangko Sentral ng Pilipinas that it is under receivership or liquidation as provided in Section 30 of RA 7653, otherwise known as the New Central Bank Act.

b. Under controllership/conservatorship

A bank or quasi-bank under controllership/conservatorship may apply for exemption as a distressed establishment under Section 3 A of Rule III.

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5. Establishment Under Corporate Rehabilitation

Exemption may be granted to corporations, partnership and associations under corporate rehabilitation when there is an order from the court of competent jurisdiction that it is under rehabilitation as provided in Section 6 Rule IV of the Interim Rules of Procedure on Corporate Rehabilitation (2000).

**B. New Business Enterprises**

Exemption may be granted to New Business Enterprises located outside the Export Processing Zones and established within two (2) years from the effectivity of the Order, classified under any of the following:

1. Agricultural establishment whether plantation or non-plantation;
2. Establishment with total assets after financing of five million pesos (P5,000,000.00) and below.

**C. Retail/Service Establishment Regularly Employing Not More than Ten (10) Workers**

Exemption may be granted to a retail/service establishment when:

1. It is engaged in the retail sale of goods and/or services to end users for personal or household use.
2. It is regularly employing not more than ten (10) workers regardless of status, except the owner/s, for at least six (6) months in any calendar year.

**D. Establishments Adversely Affected by Natural and/or Human-Induced Disasters**

1. The establishment must be located in an area declared by a competent authority under a state of calamity.
2. The calamity must have occurred within six (6) months prior to the effectivity of the Wage Order. However, if based on the assessment by a competent authority, the damage to properties is at least 50% and the period of recovery will exceed one (1) year, the 6-month period may be extended to one (1) year.

In case of severe damage to properties caused by the calamity, a Certification by the Barangay and pictures of the property/ies may be submitted in lieu of the audited financial statements.

3. Losses suffered by the establishment as a result of the calamity that exceed the insurance coverage should amount to 20% of the stockholder's equity as of the last full accounting

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period in the case of corporations and cooperatives, total invested capital in the case of partnerships and single proprietorships and fund balance/member's contribution in the case of non-stock non-profit organizations.

Only losses or damage to properties directly resulting from the calamity and not incurred as a result of normal business operations shall be considered.

4. Where necessary, the Board or its duly authorized representative shall conduct an ocular inspection of the establishment or engage the services of experts to validate the extent of damages suffered.

#### **Section 4. DOCUMENTS REQUIRED**

The following supporting documents shall be submitted together with the application letter:

##### **For all Categories of Exemption**

Proof of notice of filing of the application to the President of the union/contracting party if one is organized in the establishment, or if there is no union, a copy of a circular giving general notice of the filing of the application to all workers in the establishment. The proof of notice, which may be translated in the vernacular, shall state that the workers' representative was furnished a copy of the application with all the supporting documents. The notice shall be posted in a conspicuous place in the establishment.

Further, applicants are required to execute an affidavit under oath, as to the nature of its business, list of employees with corresponding wage rates and an undertaking that it has complied with the previous wage order.

##### **A. For Distressed Establishments**

1. For corporations, cooperatives, single proprietorships, partnerships, non-stock and non-profit organizations:
  - a. Full or Partial Exemption
    - a.1 Audited Financial Statements (together with the Auditor's opinion and the note thereto) for the last two (2) full accounting periods preceding the effectivity of the Order filed with and stamped "received" by appropriate government agency.
  - b. Conditional Exemption
    - b.1 Audited Financial Statements (together with the Auditor's opinion and the note thereto) for the last full accounting period and interim quarterly financial statement/s for the period immediately preceding the effectivity of the Order.
    - b.2 To confirm the grant of conditional exemption, audited financial statements for the last full accounting period, stamped received by the appropriate government agency, to be submitted within 30 days from the lapse of the one-year period.

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2. For Banks and Quasi-Banks

Certification from the Bangko Sentral ng Pilipinas that it is under receivership/liquidation.

3. For Establishments under Corporate Rehabilitation

Order from the court of competent jurisdiction that the establishment is under rehabilitation.

**B. For New Business Enterprises (NBEs)**

i. Affidavit from employer regarding the following:

- a. Principal economic activity;
- b. Date of registration with appropriate government agency;
- c. Amount of total assets.

ii. Certificate of registration from the appropriate government agency.

**C. For Retail/Service Establishments employing not more than ten (10) Workers**

i. Affidavit from employer stating the following:

- a. It is a retail/service establishment;
- b. It is regularly employing not more than ten (10) workers for at least six months in any calendar year.

ii. Business Permit for the current year from the appropriate government agency.

**D. For Establishments Adversely Affected by Natural and/or Human – Induced Disasters**

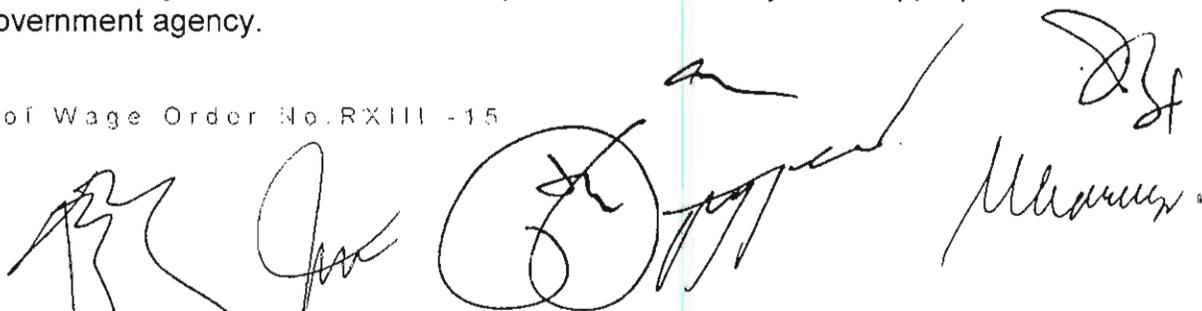
i. Affidavit from the General Manager or Chief Executive Officer of the establishment regarding the following:

- a. Date and type of calamity;
- b. Amount of losses/damages suffered as a direct result of the calamity;
- c. List of properties damaged/lost together with estimated valuation;
- d. For properties that are not insured, a statement that the same are not covered by the insurance.

ii. Copies of insurance policy contracts covering the properties damaged, if any;

iii. Adjuster's report for insured properties;

iv. Audited financial statements for the last full accounting period preceding the effectivity of the Order stamped "received" by the appropriate government agency.

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The Board may require the submission of other pertinent documents to support the application for exemption.

### **Section 5. DURATION AND EXTENT OF EXEMPTION**

A full exemption of one (1) year from the date of effectivity of the Order shall be granted to all categories of establishments that meet the applicable criteria for exemption under NWPC Guidelines No. 02, series of 2007.

However, a partial exemption of 50% with respect to the amount or period of exemption shall be granted only in the case of distressed establishments.

A conditional exemption of one (1) year from the effectivity of the Order shall be granted only in the case of distressed establishment under the abovementioned Guidelines. The conditional exemption shall be confirmed, as follows:

1. For Corporations

When deficit as defined in Section 2 letter (Y), as of the last full accounting period amounts to 20% or more of the paid-up capital for the same period;

2. For Single Proprietorships and partnerships

When net loss for the last two (2) full accounting periods immediately preceding the effectivity of the Order amounts to 20% or more of the total invested capital at the beginning of the period under review.

3. For Non-stock Non-Profit Organization

When net loss for the last for the last two (2) full accounting periods immediately preceding the effectivity of the Order amounts to 20% or more of the fund balance/member's contribution at the beginning of the period.

In the absence of such actual losses, the company shall pay its workers the wage increase due them under the Order, retroactive to the effectivity of the Order.

### **Section 6. ADOPTION OF PRODUCTIVITY IMPROVEMENT PROGRAMS**

Establishments granted exemptions are required to adopt productivity improvement initiatives or schemes to improve business viability. The Commission and the Boards shall provide technical assistance in the development of a productivity improvement program in the establishment.

### **Section 7. EFFECT OF FILING OF APPLICATION FOR EXEMPTION**

Whenever an application for exemption has been filed with the Board, the Regional Office of the Department shall be duly notified. Pending resolution of the said applications, action on any complaint for alleged non-compliance with the Order shall be deferred by the Regional Office of the Department.

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## Section 8. DISTRESSED PRINCIPAL

Exemption granted to a distressed principal shall not extend to his contractor in case of contract(s) for construction, security, janitorial and/or similar services with respect to the employees of the latter assigned to the former.

## Section 9. APPLICATION FOR PROJECTS/BRANCHES/DIVISIONS

Where the exemption being sought is for a particular project/branch/division not separately registered and licensed, the consolidated audited financial statements of the establishment shall be used as basis for determining its distressed condition

## Section 10. EFFECT OF DISAPPROVED APPLICATION FOR EXEMPTION

In the event that the application for exemption is not approved, covered workers shall be paid the mandated wage increase as provided for under the Order retroactive to the date of effectivity of the Order plus simple interest of one (1%) percent per month.

## Section 11. MOTION FOR RECONSIDERATION

An aggrieved party may file with the Board a motion for reconsideration of the decision on the application for exemption within ten (10) days from receipt of the decision, stating the particular grounds upon which the motion is based copy furnished the other party and the Regional Office of the Department.

No second motion for reconsideration shall be entertained in any case. The decision of the Board shall be final and executory unless appealed to the Commission.

## Section 12. APPEAL TO THE COMMISSION

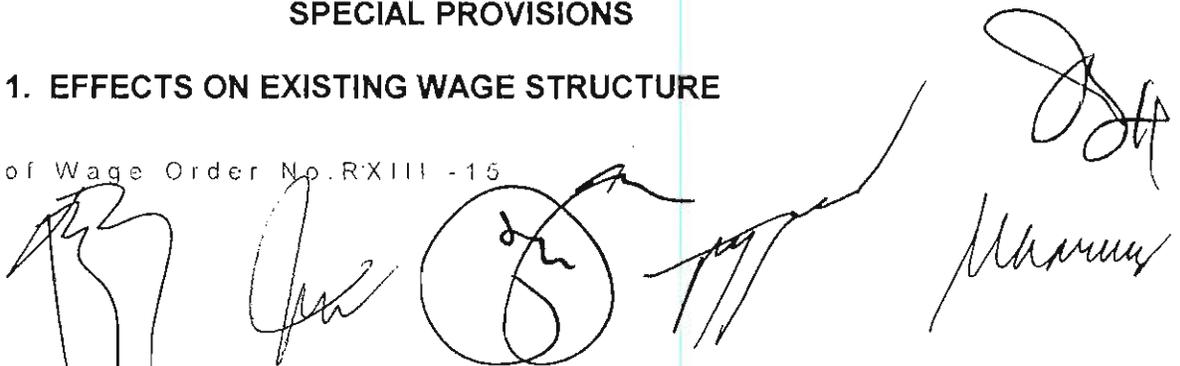
Any party aggrieved by the decision of the Board may file an appeal to the Commission, through the Board, in two (2) legible copies, not later than ten (10) days from receipt of the decision. The appeal must be filed in the manner prescribed by the Commission and must be based on any of the following grounds:

- a. Non-conformity with the prescribed guidelines/procedures on exemption;
- b. Prima facie evidence of grave abuse of discretion on the part of the Board; or
- c. Questions of law.

## RULE IV

### SPECIAL PROVISIONS

## Section 1. EFFECTS ON EXISTING WAGE STRUCTURE

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a. Should any dispute arise as a result of wage distortion, the employer and the union shall negotiate to correct the distortion through the grievance procedure under their collective bargaining agreement, and if it remains unresolved, through voluntary arbitration. Unless otherwise agreed by the parties in writing, such dispute shall be decided by the voluntary arbitrator or panel of arbitrators within ten (10) calendar days from the time such dispute was referred to voluntary arbitration.

b. In cases where there are no collective bargaining agreements or recognized labor unions, the employers and workers shall endeavor to correct the distortion. Any dispute arising therefrom shall be settled through the National Conciliation and Mediation Board (NCMB) and if it remains unresolved within ten (10) calendar days of conciliation, the same shall be referred to the appropriate branch of the National Labor Relations Commission (NLRC). The NLRC shall conduct continuous hearings and decide on the dispute within twenty (20) calendar days from the time said dispute is submitted for compulsory arbitration.

c. The pendency of a dispute arising from a wage distortion shall not in any way delay the applicability of the increase prescribed under the Order and such issue shall not be ground for strike/lockout.

## **Section 2. COMPLAINTS FOR NON-COMPLIANCE**

Complaints for non-compliance with the Wage Order shall be filed with the Regional office of the Department of Labor and Employment (DOLE) having jurisdiction over the workplace and shall be subject to the mandatory thirty (30) days conciliation and mediation process under Single Entry Approach (SEnA). However, if settlement fails, the case becomes subject of enforcement proceedings under Article 128 and 129 of the Labor Code, as amended.

## **Section 3. NON-DIMINUTION CLAUSE**

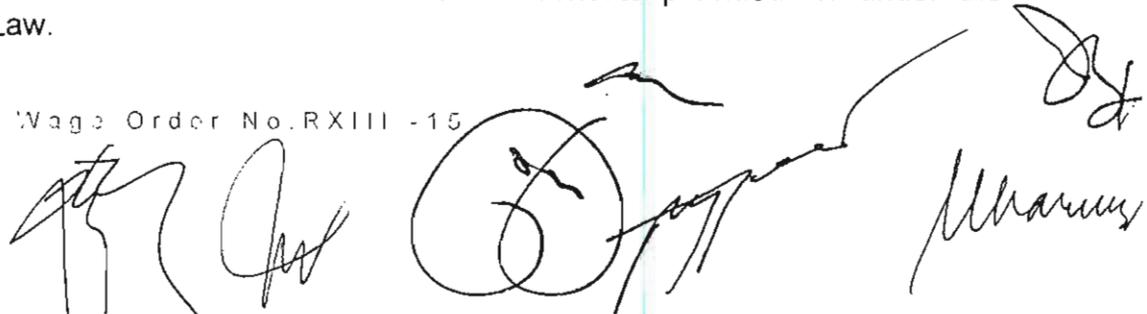
Nothing in the Order and in these Rules shall be construed to reduce any existing wage rates, allowances and benefits of any form under existing laws, decrees, issuances, executive orders, and or any contract or agreement between the workers and employers.

## **Section 4. PROHIBITION AGAINST INJUNCTION**

No preliminary or permanent injunction or temporary restraining order may be issued by any court, tribunal or other entity against any proceedings before the Commission or Board.

## **Section 5. PENAL PROVISIONS**

Pursuant to the provisions of Section 12 of RA 6727 as amended by RA 8188, any person, corporation, trust, firm, partnership, association or entity which refuses or fails to pay any of the prescribed increases in the Order shall be punished by a fine not less than Twenty Five thousand Pesos (P25,000.00) nor more than One Hundred Thousand Pesos (P100,000.00) or imprisonment of not less than two (2) years nor more than four (4) years or both such fine and imprisonment at the discretion of the court. Provided that any person convicted under the Order shall not be entitled to the benefits provided for under the Probation Law.

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If the violation is committed by a corporation, trust or firm, partnership, association, or any other entity, the penalty of imprisonment shall be imposed upon the entity's responsible officers, including but not limited to the president, vice-president, chief executive officer, general manager, managing director or partner.

The employer concerned shall be ordered to pay an amount equivalent to double the unpaid benefits owing to the employees provided that payment of indemnity shall not absolve the employer from criminal liability imposable under the Act.

**Section 6. FREEDOM TO BARGAIN**

The Order shall not be construed to prevent workers in particular firms or enterprises of industries, from bargaining for higher wages and flexible working arrangements with their respective employers.

**Section 7. REPORTING REQUIREMENTS**

Any person, company, corporation, partnership or any entity engaged in business shall submit a verified itemized listing of their labor component to the Board not later than 31 January 2018 and every year thereafter in accordance with the form prescribed by the Commission.

**Section 8. SEPARABILITY CLAUSE**

If any provisions or part of the Order and this Rules or the application thereof to any person or circumstance, is held invalid or unconstitutional, the remainder of the Order and this Rules or the application of such provision or part thereof to other persons or circumstances shall not be affected thereby.

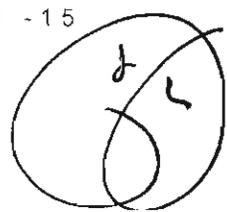
**Section 9. REPEALING CLAUSE**

All orders, issuances, rules and regulations or parts thereof inconsistent with this Order are hereby repealed, amended or modified accordingly.

**Section 10. EFFECTIVITY**

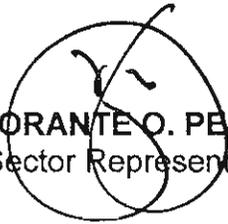
This Rule shall take effect upon the effectivity of the ORDER.

APPROVED. Butuan City, Philippines, this 8th day of December 2017.



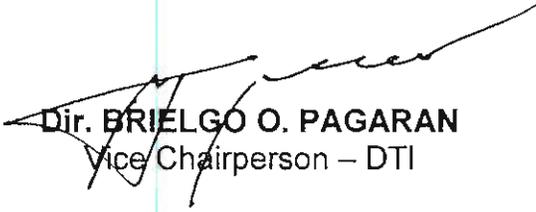
  
**Mr. JOSELITO M. BORIANO**  
Labor Sector Representative

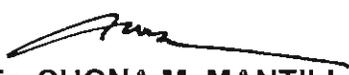
  
**Mr. JORGE G. UY**  
Management Sector Representative

  
**Mr. FLORANTE O. PEREZ**  
Labor Sector Representative

  
**Ms. JOCELYNF. YEE**  
Management Sector Representative

  
**Dir. MYLAH FAYE AURORA B. CARIÑO**  
Vice Chairperson, NEDA

  
**Dir. BRIELGO O. PAGARAN**  
Vice Chairperson – DTI

  
**Dir. CHONA M. MANTILLA**  
Chairperson - DOLE

Approved this 22<sup>nd</sup> day of DECEMBER 2017, Manila, Philippines.

  
**SILVESTRE H. BELLO III**  
Secretary  
Department of Labor and Employment

Dept. of Labor & Employment  
Office of the Secretary

