

User Guide for Filing the 2024 Annual Establishment Report On Wages (AERW)

National Wages and Productivity Commission

March to June 2025

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1. Introduction

This guide provides step-by-step instructions for filing the **Annual Establishment Report on Wages (AERW)** through the **DOLE Online Compliance Portal (DOLE-OCF)**. Screenshots are included to assist users in navigating the system.

2. System Requirements

Before starting, ensure you have the following:

- A stable internet connection
- A computer device/ desktop
- A supported web browser (Google Chrome, Mozilla Firefox, Microsoft Edge)
- Necessary documents/details required for submission.

3. Contact Support

Helpline for AERW inquiries is available from Monday to Friday, 7AM to 6PM, via these contact details:

Email: wage.report@produktiboatsahod.onmicrosoft.com

Phone: (02) 8527-8011 or (02) 8527-5519

Cellphone: +63917-863-0855

IMPORTANT REMINDERS:



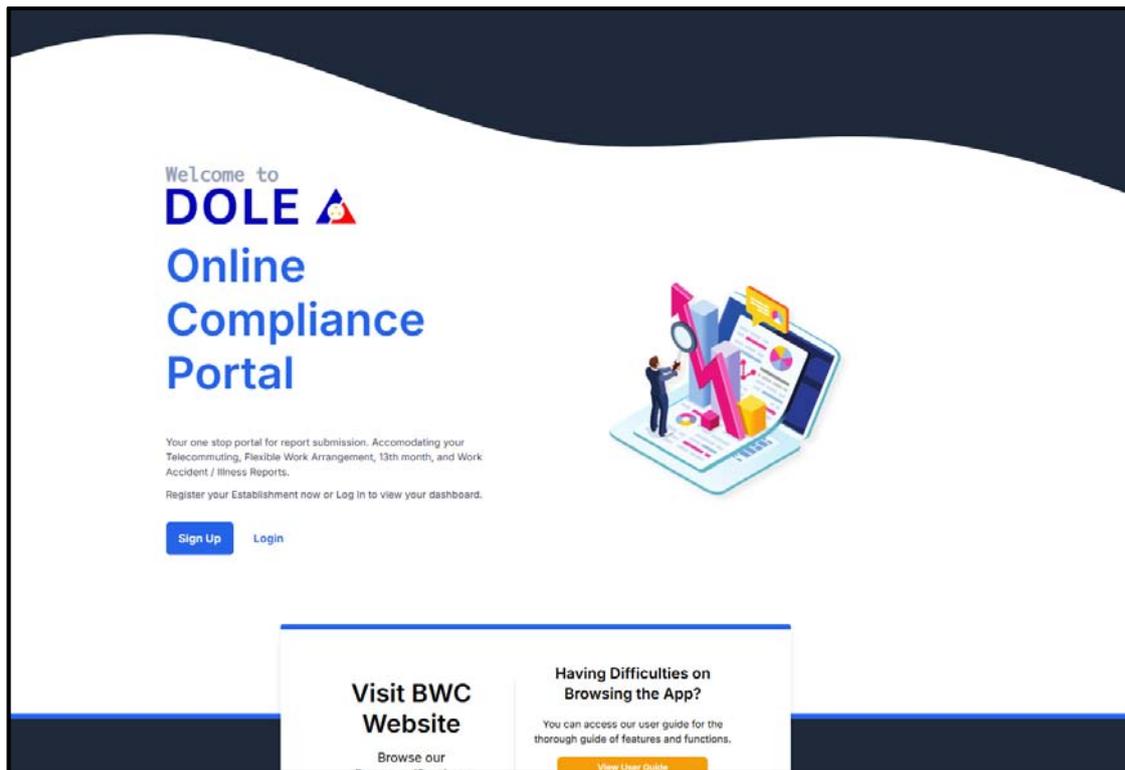
Complete and submit the report in one session. The system does not save the information until the report is submitted. The user is automatically logged out when the system is idle for five (5) minutes.



Reports can only be submitted once. Ensure all details are correct before submission. Resubmission is not allowed.

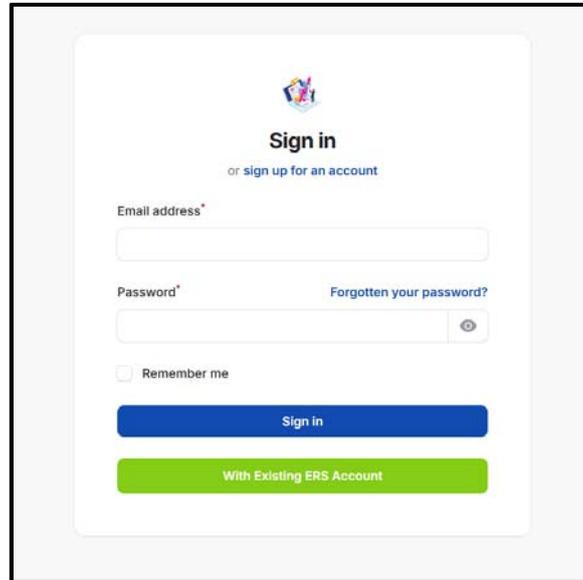
4. Accessing the Online Portal

1. Access the DOLE Online Compliance Portal (DOLE-OCP) through this link: <https://reports.dole.gov.ph/>.
2. Click **Login** (for existing DOLE-OCP users)
3. Click **Sign Up** (for first-time users)



4.1 Logging-In (for Existing Users)

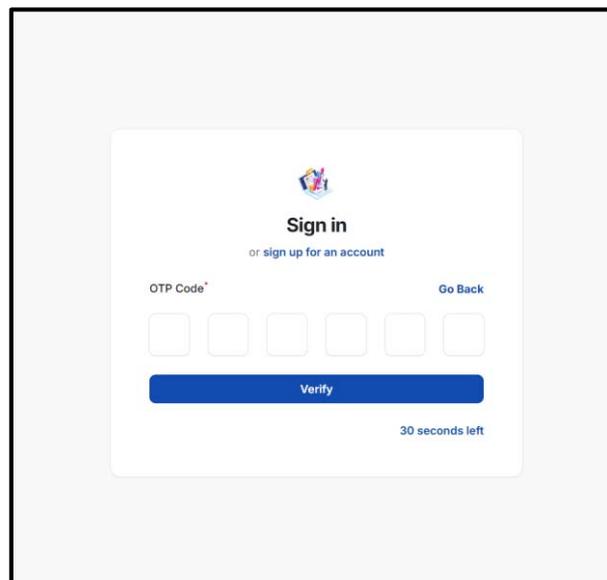
1. Click **Login**.
2. Enter registered **email address** and **password**.
3. Click **Sign in**



The screenshot shows a 'Sign in' form with the following elements:

- Logo at the top center.
- Text: 'Sign in' and 'or sign up for an account'.
- Form field: 'Email address*' with an asterisk indicating it is required.
- Form field: 'Password*' with an asterisk indicating it is required, and a 'Forgotten your password?' link to its right.
- Form field: 'Remember me' with an unchecked checkbox.
- Buttons: A blue 'Sign in' button and a green 'With Existing ERS Account' button.

4. Enter or copy the **One Time Passcode (OTP) Code**.
 - ★ *OTP Code is sent to the registered company email address, and expires after 180 seconds.*
5. Click **Verify**

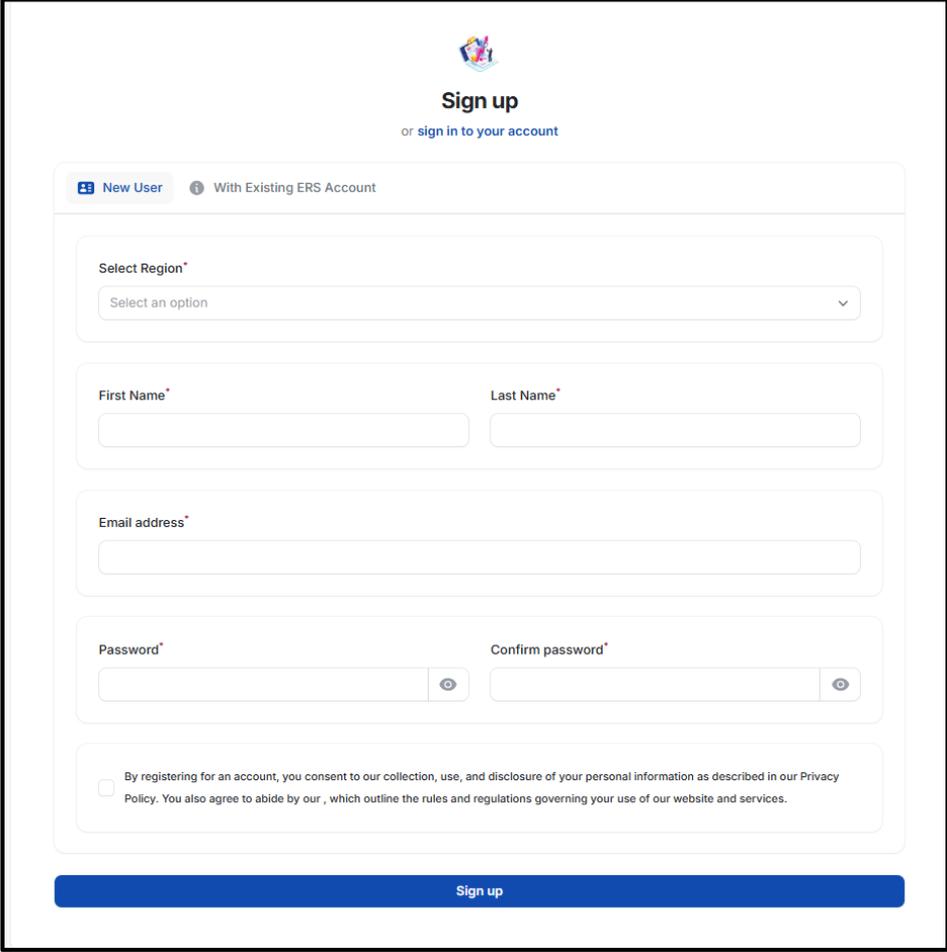


The screenshot shows an OTP verification form with the following elements:

- Logo at the top center.
- Text: 'Sign in' and 'or sign up for an account'.
- Form field: 'OTP Code*' with an asterisk indicating it is required.
- Form field: 'Go Back' link to its right.
- Form field: Six input boxes for entering the OTP code.
- Buttons: A blue 'Verify' button.
- Text: '30 seconds left' at the bottom right.

4.2 Signing-Up (for New Users)

1. Select whether **New User** or **With Existing ERS Account**.
2. Enter the required details.
 - ✦ Use company email address
 - ✦ Set password with at least 8 characters, including one (1) uppercase letter, one (1) lowercase letter, and one (1) special character
3. Click **Sign up**



The screenshot shows a web form titled "Sign up" with a sub-link "or sign in to your account". The form has two tabs: "New User" (selected) and "With Existing ERS Account". The form fields are: "Select Region*" (dropdown menu), "First Name*" and "Last Name*" (text input fields), "Email address*" (text input field), "Password*" and "Confirm password*" (text input fields with toggle icons). Below the fields is a checkbox for consent: "By registering for an account, you consent to our collection, use, and disclosure of your personal information as described in our Privacy Policy. You also agree to abide by our , which outline the rules and regulations governing your use of our website and services." At the bottom is a blue "Sign up" button.

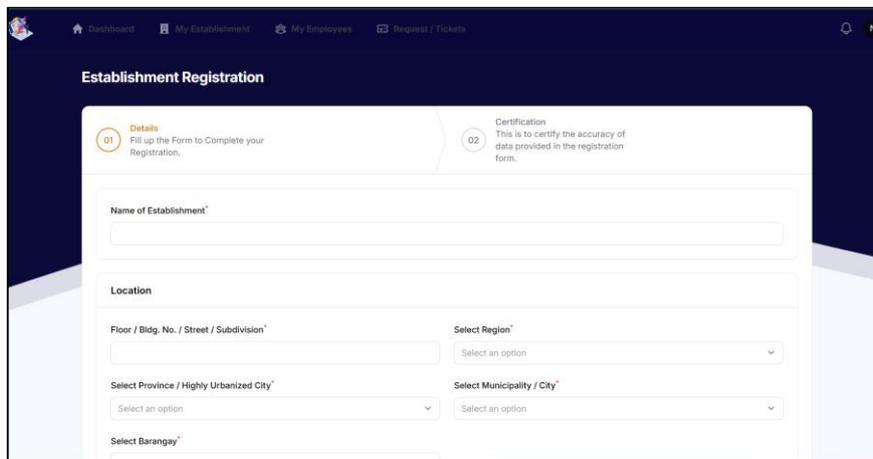
5. Navigating the DOLE-OCP Dashboard (For New Users)

1. Register establishment under Rule 1020 of the Occupational Safety and Health Standards. Click **Rule 1020 Registration/ Register Establishment Now!** at the top-right corner of the dashboard (see arrow).

★ *The Rule 1020 Registration/ Register Establishment Now! button disappears after the establishment completes Rule 1020 registration.*



2. Complete the required details and upload the necessary documents (i.e., latest business permit and government-issued ID of owner/ representative).
3. Click **Next**.

A screenshot of the 'Establishment Registration' form. The form is divided into two main sections: '01 Details' and '02 Certification'. The 'Details' section includes a text input field for 'Name of Establishment*'. The 'Location' section includes a text input field for 'Floor / Bldg. No. / Street / Subdivision*', a dropdown menu for 'Select Region*', a dropdown menu for 'Select Province / Highly Urbanized City*', a dropdown menu for 'Select Municipality / City*', and a dropdown menu for 'Select Barangay*'. The 'Certification' section includes a text input field for 'This is to certify the accuracy of data provided in the registration form.'.

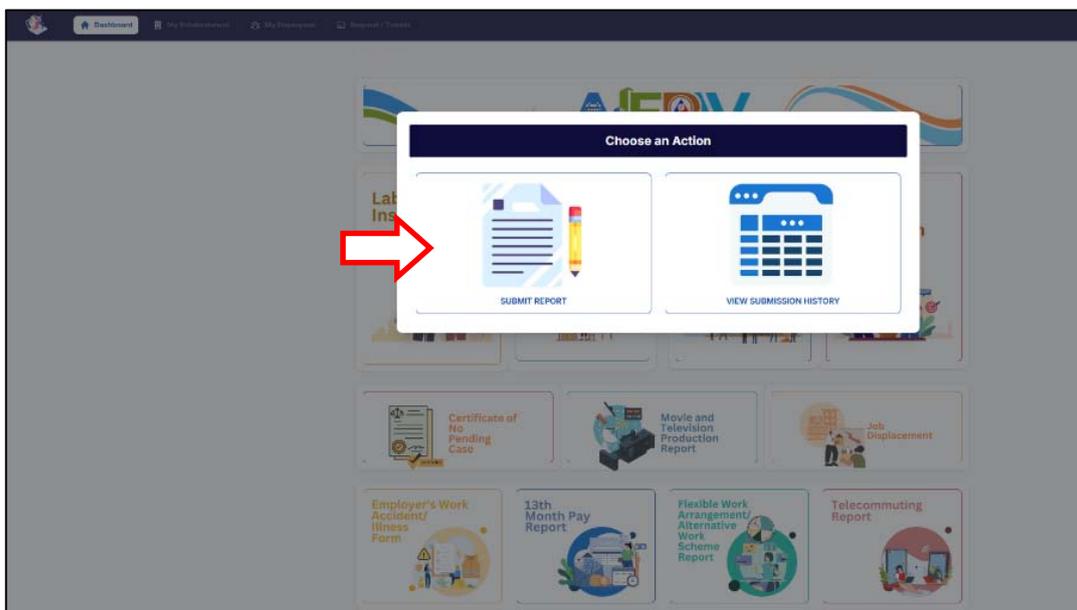
6. Accomplishing the 2024 AERW

Accessing the AERW Module

1. Click the **AERW widget** (see arrow).



2. Select **Submit Report** (see arrow).



6. Accomplishing the 2024 AERW

PART I. Establishment Data

Legal Organization

SINGLE PROPRIETORSHIP
refers to a business establishment organized, owned, and managed by one person, who alone assumes the risk of the business enterprise.

PARTNERSHIP
refers to an association of two or more individuals for the conduct of a business enterprise based upon an agreement or contract between or among them to contribute money, property or industry into a common fund with the intention of dividing profits among themselves.

STOCK CORPORATION
refers to an ordinary business corporation organized by private persons, created and operated for the purpose of making a profit which may be distributed in the form of dividends to stockholders on the basis of their invested capital.

ONE PERSON CORPORATION
is corporation with a single stockholder, who can only be a natural person, trust, or estate.

NON-STOCK, NON-PROFIT CORPORATION
refers to a business corporation which does not issue stock to its members and are created not to profit but for the public good and welfare. Of this character are most of the religious, social, charitable, educational, literary scientific, civic and political organizations and societies.

COOPERATIVE
refers to an organization composed primarily of small producers and/or consumers who voluntarily join together to form a business enterprise which they themselves own, control and patronize.

OTHERS
refers to an organization not classified in any of the above classification. It includes private associations, foundations, Non-Governmental Organizations, or other forms of legal organizations.

Nature of Business
Based on Philippine Standard Industrial Classification

Section WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES	Division Wholesale and Retail Trade and Repair of Motor Veh...
Group Sale of motor vehicles	Class Sale of motor vehicles
Major products/service/goods offered or sold sale of motorcycle	Export Oriented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Labor Relations

with Legitimate Labor Organization ¹ <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	With CBA or Without CBA ¹ <input checked="" type="checkbox"/> With CBA <input type="checkbox"/> Without CBA	Year Registered with DOLE ² Select an option
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2. Click **Next** to proceed.

✦ *The 'This is a required field' error will remain visible even when data is entered. It will only disappear once you click **Next** to proceed.*

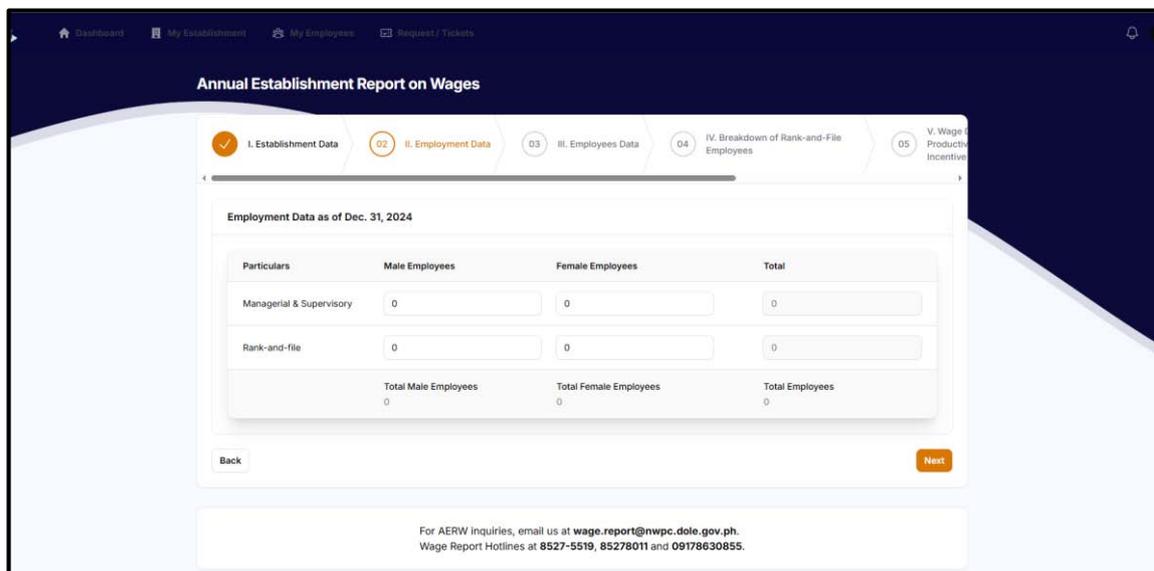
6. Accomplishing the 2024 AERW

PART II. Employment Data

1. Input the number of male and female managerial and rank-and-file employees **as of 31 December 2024**.

★ *The total number of employees will be automatically calculated, and you cannot manually enter a value in the total textbox.*

2. Click **Next** to proceed or **Back** to go to the previous page.



The screenshot displays the 'Annual Establishment Report on Wages' web application. The navigation bar at the top includes 'Dashboard', 'My Establishment', 'My Employees', and 'Request / Tickets'. The main heading is 'Annual Establishment Report on Wages'. Below this, a progress indicator shows five steps: I. Establishment Data (completed), II. Employment Data (current), III. Employees Data, IV. Breakdown of Rank-and-File Employees, and V. Wage Productivity Incentive.

The 'Employment Data as of Dec. 31, 2024' section contains a table with the following structure:

Particulars	Male Employees	Female Employees	Total
Managerial & Supervisory	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Rank-and-file	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Male Employees	<input type="text" value="0"/>	Total Female Employees	<input type="text" value="0"/>
			Total Employees
			<input type="text" value="0"/>

At the bottom of the form, there are 'Back' and 'Next' buttons. Below the form, contact information is provided: 'For AERW Inquiries, email us at wage.report@nwpc.dole.gov. Wage Report Hotlines at 8527-5519, 85278011 and 09178630855.'

6. Accomplishing the 2024 AERW

PART III. Employees Data

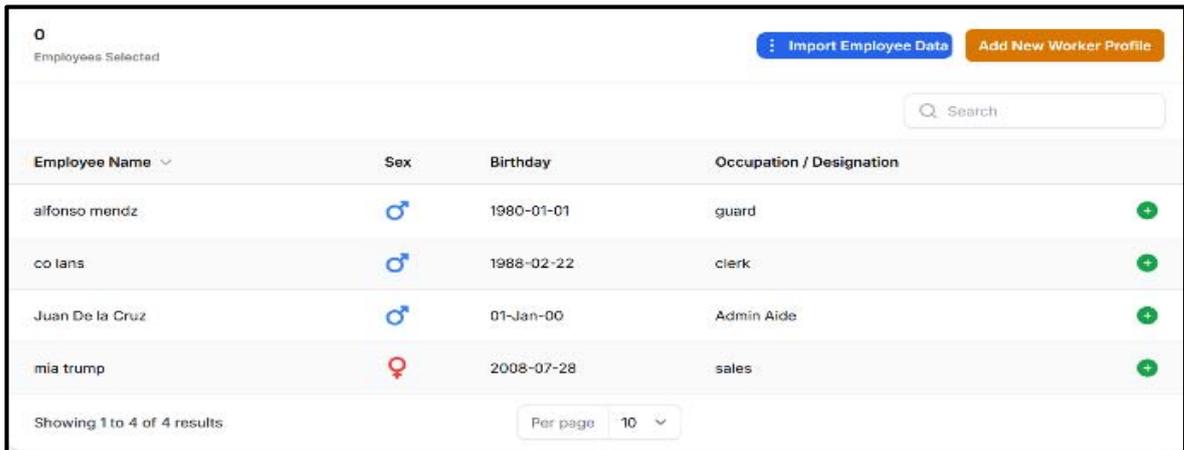
In this section, enter the records of **rank-and-file employees** as of **31 December 2024**.

● OPTION 1: For Users with existing employee records in the DOLE-OCF (My Employees).

- ✦ *Employee records from **My Employees** will automatically appear in this page. However, they are **only displayed** and have not been selected yet.*
- ✦ *Employees added in the AERW module will also be automatically added in **My Employees***

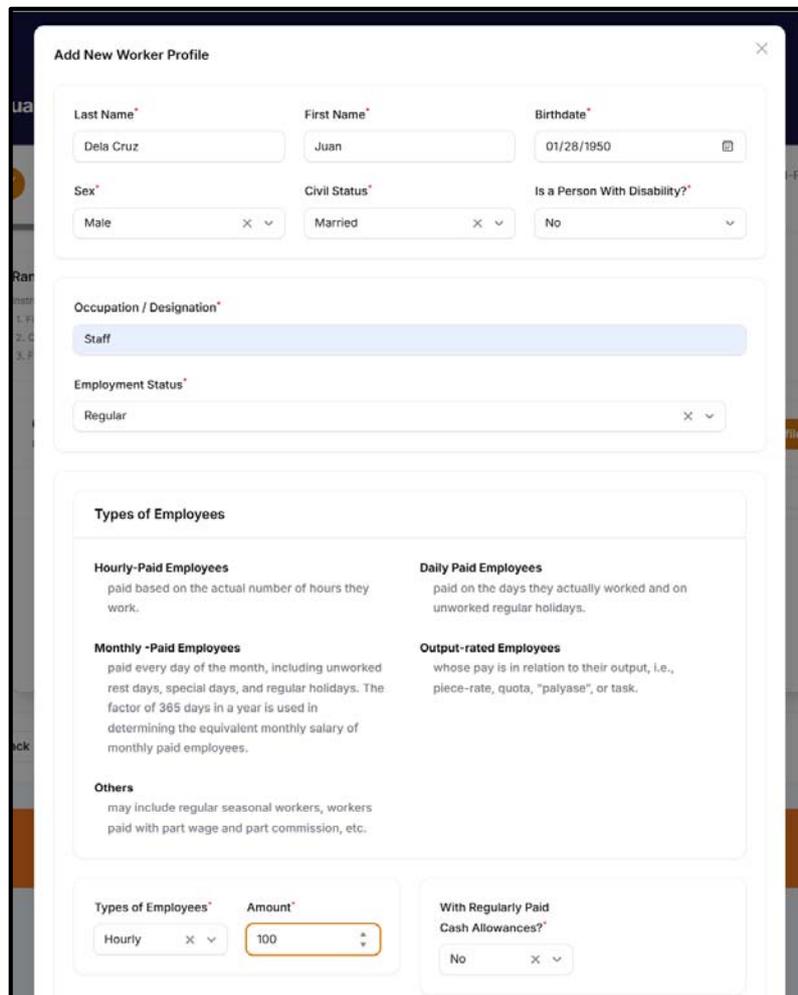
1. To select an employee to report, click the **+** button next to each employee's record to complete their employment details.

- ✦ *Completing all details will automatically select the employee. The **+** icon means that employee's details are not yet complete. To exclude an employee, leave their details incomplete.*
- ✦ *To edit employee's record, click *
- ✦ *To exclude an employee, click *
- ✦ *To manually add a new employee, click **Add New Worker Profile***
- ✦ *The total number of selected employees will be displayed in the upper left corner.*



Employee Name	Sex	Birthday	Occupation / Designation	
alfonso mendz	♂	1980-01-01	guard	+
co lans	♂	1988-02-22	clerk	+
Juan De la Cruz	♂	01-Jan-00	Admin Aide	+
mia trump	♀	2008-07-28	sales	+

2. Complete employee details such as employee type, basic wage, and regularly paid cash allowances (if any).



Add New Worker Profile

Last Name*
Dela Cruz

First Name*
Juan

Birthdate*
01/28/1950

Sex*
Male

Civil Status*
Married

Is a Person With Disability?*
No

Occupation / Designation*
Staff

Employment Status*
Regular

Types of Employees

Hourly-Paid Employees
paid based on the actual number of hours they work.

Daily Paid Employees
paid on the days they actually worked and on unworked regular holidays.

Monthly -Paid Employees
paid every day of the month, including unworked rest days, special days, and regular holidays. The factor of 365 days in a year is used in determining the equivalent monthly salary of monthly paid employees.

Output-rated Employees
whose pay is in relation to their output, i.e., piece-rate, quota, "palyase", or task.

Others
may include regular seasonal workers, workers paid with part wage and part commission, etc.

Types of Employees*
Hourly

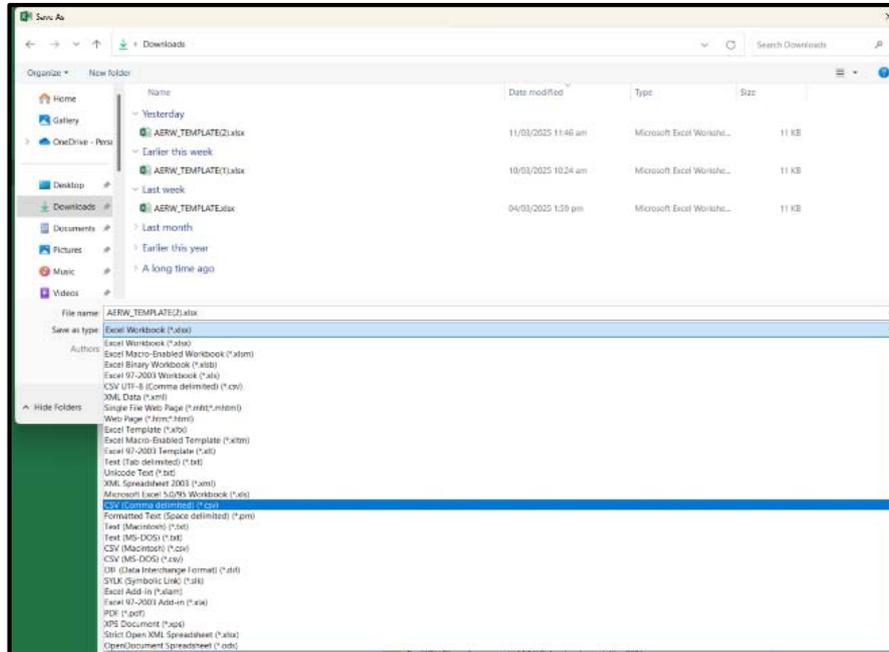
Amount*
100

With Regularly Paid Cash Allowances?*
No

3. Click **Submit**.

4. Once excel file is completed, save the file as CSV (comma delimited) (.csv).

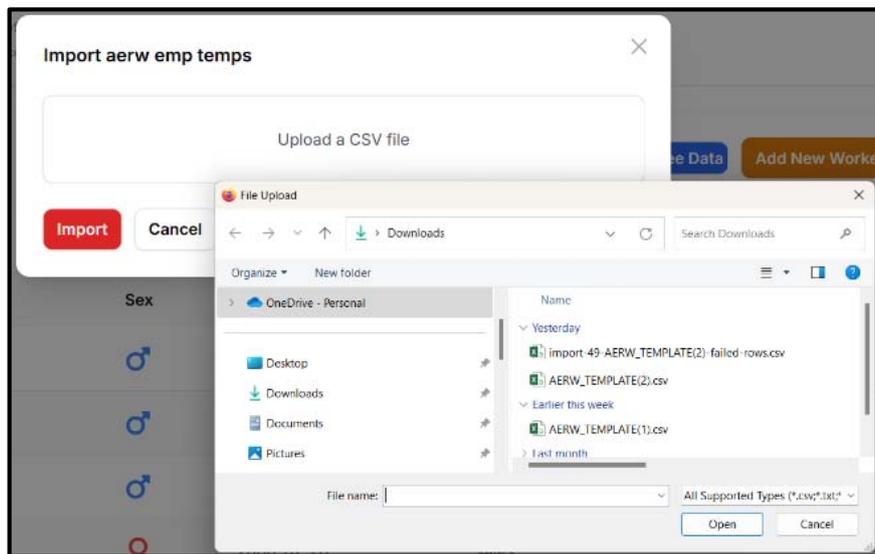
✦ *The system only accepts CSV files (.csv). Excel files and other formats are **NOT** supported.*



5. Submit the accomplished CSV file by clicking **Import Employee Data**, then **Import (CSV File)**.

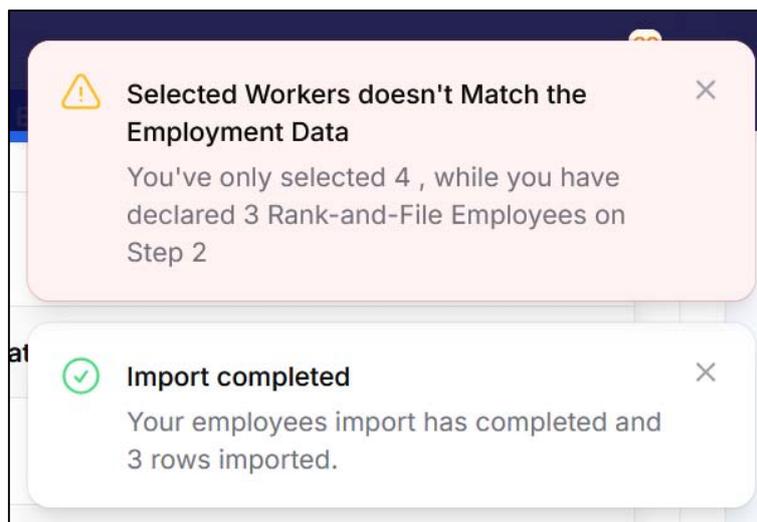


6. Drag the file from computer to the drop zone or select the file by clicking **Upload a CSV file**. Select the file and double-click to upload.



7. Once uploaded, click **Import**.

- ✦ *To prevent duplicate entries, review the displayed names before clicking **Next**. Click **X** to exclude an employee.*
- ✦ *The system validates selected employees against the number and sex of employees recorded in employment data (II. Employment Data).*



6. Accomplishing the 2024 AERW

PART IV. Breakdown of Rank-and-File Employees

1. Input the number of male and female minimum wage earners, learners, and apprentices (if applicable).

Particulars	Male	Female	Total
Minimum Wage Earners	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Learners <small>Persons hired as trainees in semi-skilled and other industrial occupations which are non-apprenticeable and which may be learned through practical training on the job in a relatively short period of time which shall not exceed three (3) months.</small>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Apprentices <small>Worker who is covered by a written apprenticeship agreement with an employer or any of the entities.</small>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

2. Click **Generate Added Employee/s** to generate summary.
Review if the data are correct.

★ *The breakdown of rank-and-file employees, number of PWD and employees receiving regularly paid cash allowances are auto filled based on input from the previous page (III. Employees Data).*

3. Click **Next** to proceed or **Back** to go to the previous page.

Rank-and-File Employees	Male Employees	Female Employees	Total
Hourly-Paid	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Daily-Paid	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Monthly-Paid	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Output-Rated Employees	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Others	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Male Employees	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Female Employees	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Particulars	Male	Female
Persons with Disability	<input type="text" value="0"/>	<input type="text" value="0"/>
With Regularly Paid Allowances	<input type="text" value="0"/>	<input type="text" value="0"/>

6. Accomplishing the 2024 AERW

PART V. Wage Distortion, Living Wage, Productivity Improvement and Incentive Program

1. Complete all the required fields by selecting **Yes** or **No** as applicable. If the answer is **Yes**, a follow-up question will appear.
2. Click **Next** to proceed or **Back** to go to the previous page.

The screenshot displays a web-based survey interface for the 2024 AERW. At the top, a navigation bar shows four steps: I. Employment Data, II. Employees Data, III. Breakdown of Rank-and-File Employees, and IV. Wage Distortion, Living Wage, Productivity Improvement and Incentive Program. The current step, IV, is highlighted with a '05' indicator. Below the navigation bar, the survey content is organized into three main sections:

- Wage Distortion:** A definition is provided: "Wage distortion is 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 distinctions embodied in such wage structure based on skills, length of service or other logical bases of differentiation." Below this is a question: "Are you aware of wage distortion?" with radio button options for "Yes" and "No".
- Living Wage:** A definition is provided: "Living wage is an income that covers more than the basic needs and exceeds minimum wage. It considers other vital elements such as healthcare, education, transportation, and savings for emergencies." Below this is a question: "Beyond complying with the minimum wage law, does your establishment also implement a living wage policy?" with radio button options for "Yes" and "No".
- Productivity Improvement and Incentive Program:** This section contains two questions, each with radio button options for "Yes" and "No":
 - "With Productivity Improvement Program?"
 - "With Productivity/Performance Reward Scheme?"

6. Accomplishing the 2024 AERW

PART VI. Certification and Consent

1. Enter the name of the respondent/company representative and company mobile number. Complete all succeeding items by providing the applicable answer.
2. Click **Submit** to submit your 2024 AERW or **Back** to go to the previous page.

✦ *Confirmation and summary of information submitted will be received through the registered company email address of the establishment and the respondent. This will serve as proof of compliance during labor inspection.*

The screenshot shows the 'Annual Establishment Report on Wages' interface. At the top, there are navigation links for 'Establishment', 'My Employees', and 'Request / Tickets'. The main title is 'Annual Establishment Report on Wages'. Below the title is a progress bar with four steps: III. Employees Data, IV. Breakdown of Rank-and-File Employees, V. Wage Distortion, Living Wage, Productivity Improvement and Incentive Program, and VI. Certification and Consent (the current step, marked with '06').

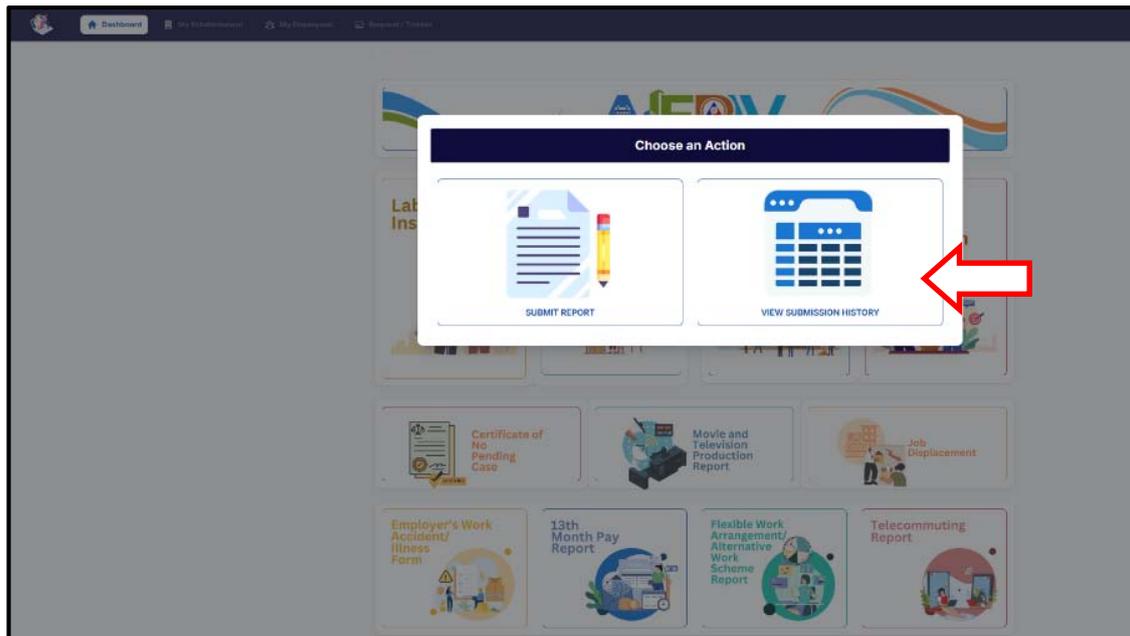
The form fields include:

- Company Representative* (text input)
- Representative's Mobile Number* (text input with placeholder '09XX-XXX-XXXX')
- Has the AERW Module been helpful in reducing paperwork and manual processes within your establishment?* (radio buttons for Yes and No)
- I certify that the content of the uploaded document is true and correct, based on personal knowledge and/or official record of the establishment. (checkbox)
- I understand that a copy of the summary of responses will be sent to me as respondent and to the establishment as well thru the email addresses provided herein. (checkbox)
- Do you consent to the use of your information in availing the programs and services of the Department of Labor and Employment?* (radio buttons for Yes and No)

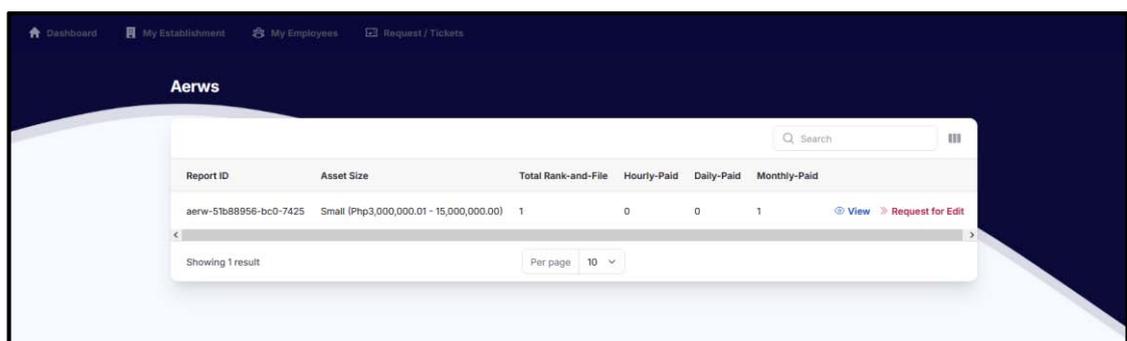
At the bottom of the form, there are 'Back' and 'Submit' buttons. Below the form, there is a footer with contact information: 'For AERW inquiries, email us at wage.report@nwpc.dole.gov.ph. Wage Report Hotlines at 8527-5519, 85278011 and 09178630855.'

7. View Submission History/ Request for Edit

1. To view submission history or request an edit to your report, click the AERW widget and select **VIEW SUBMISSION HISTORY** (see arrow).



2. Click **View** or **Request for Edit**



A screenshot of the "Aerws" report table. The table has columns for Report ID, Asset Size, Total Rank-and-File, Hourly-Paid, Daily-Paid, and Monthly-Paid. A single row is visible with the Report ID "aerw-51b88856-bc0-7425" and a "View" link followed by a "Request for Edit" link. The table is shown with a search bar and pagination controls.

Report ID	Asset Size	Total Rank-and-File	Hourly-Paid	Daily-Paid	Monthly-Paid	
aerw-51b88856-bc0-7425	Small (P1p3,000,000.01 - 15,000,000.00)	1	0	0	1	View Request for Edit