



**Academic Industry  
Tripartite Council  
(AITC) - Region 11**



**VOLUNTARY CODE  
OF GOOD  
PRACTICES ON  
DECENT WORK+  
COMMON AGENDA  
*in the Academic Industry  
in Region 11***



*Republic of the Philippines*  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
*Davao Region*

## Table of Contents

Introduction .....	3
Preamble .....	3
Objectives .....	4
Definition of Terms .....	4 - 7
Components of the Code .....	7 - 16
1. Conditions of Work.....	7 - 10
2. Labor Management Relations.....	10 - 11
3. Corporate Social Responsibility .....	11 - 12
4. Human Resource Development.....	13 - 14
5. Quality Education.....	14 - 15
6. Social Dialogue .....	15
Special Provisions .....	16
Monitoring and Evaluation .....	16
Signatories of the Code .....	17 - 21

# VOLUNTARY CODE OF GOOD PRACTICES ON DECENT WORK+ COMMON AGENDA IN THE ACADEMIC INDUSTRY IN REGION 11

## Introduction

The Academic Industry Tripartite Council (AIRC) Voluntary Code accentuates the collaborative effort of Management and Labor in the academic sector along with affiliated Government agencies. It embraces the advocacy of being crucial levers of society primarily ensuring the development of effective relationships among the different sectors for enhancement of employment conditions and services.

The formation of the voluntary code centered on the identification and assessment of pressing issues as described by the management, labor and affiliated government agencies. This voluntary code, may not address all the current and emerging challenges in the academic community but it seeks to stimulate continuous discussions in a constructive manner and the highlighting of good practices gathered from the different educational institutions. Identified good practices are seen as responsive solutions complementary to initiatives to be undertaken as the standard of practice within the academic community.

This voluntary code, though not mandatory, brings with it the principles and ethical practices being encouraged for implementation in all educational

institutions, without prejudice to existing school policies.

Institutional evaluation and quarterly meetings shall be employed for monitoring.

## Preamble

We, the tripartite partners, representatives of the academic industry in Davao Region, and of the labor sector, as well as of the government, represented herein by the Department of Labor and Employment - as the lead agency, recognize the strategic role of the industry in national development and in advancing the country's competitiveness in the global marketplace;

Recognize the imperative of sustainable economic development through tripartism, social partnership and dialogue; agree to organize ourselves into the Academic Industry Tripartite Council (AIRC) for Region 11;

Act on our responsibility as employers, academicians/educators, workers and government to promote Decent Work+ Common Agenda in the workplace and to make our institutions

more socially responsive centres of excellence.

### **Objectives of the Voluntary Code of Good Practices on Decent Work+ Common Agenda**

- 1) To promote and advance the concept of social partnership as the framework for sustainable and beneficial labor and management relations in the industry that ensures job creation, employment preservation, productivity improvement, employment security, employee welfare and corporate social responsibility;
- 2) To provide moral, practical and legal bases for equal employment opportunities for women, youth, elderly, indigenous people and differently-abled persons without compromising quality of service delivery;
- 3) To provide a guiding set of principles and standards that will govern the operations of the Academic Industry Tripartite Council (AITC) in its pursuit of industrial peace, productivity, competitiveness, and compliance with labor and social standards.

- 4) To promulgate good practice guidelines in the academic industry and its key stakeholders relative to employment creation, conditions of work, labor and management relations, corporate citizenship and human resource development.

In particular, we are committed to the following specific and Voluntary Code of Good Practices on Decent Work+ Common Agenda.

#### **Definition of Terms**

**Academic Industry** – industry players in the educational sector composing of the basic, technical-vocational and higher education.

**Academic Industry Tripartite Council (AITC)** – a forum for tripartite advisement and consultation among labor, employer and government sector in the formulation and implementation of labor and social policies as defined its functions under Department Order No. 111-11.

**Academic Personnel** – those formally engaged in actual teaching or in research assignments, either on full-time or part-time basis.

**Academic Support Personnel** – those who perform certain prescribed academic

functions directly supportive of teaching, such as registrars, librarians, guidance counsellors, researchers, and other persons performing similar functions including institution officials responsible for academic matters and affairs.

**Basic Labor Standards** – the minimum requirement prescribed by existing law, rules and regulations pertaining to wages, hours of work and other monetary and welfare benefits, including those set by occupational, safety and health standards.

**Business Incubation** – a process of producing successful businesses that are able to operate independently and financially viable.

**Decent Work+ Common Agenda** – an International campaign that can pave the way for broader social and economic advancement, strengthening individuals, their families and communities. Decent Work+ sums up the aspirations of people in their working lives.

**Eco-friendly facilities** – facilities that would help to protect and restore ecosystems and biodiversity, reduce energy, materials, and water consumption through high efficiency and avoidance strategies, de-carbonize the economy, minimize or altogether avoid generation of all forms of waste and pollution.

**Family Welfare Program** – a program of the Department of Labor and Employment that seeks to promote and protect the welfare of workers and their families through the integration of family welfare concerns at the workplace nationwide, whether organized or unorganized.

**KAPATIRAN System** – a program of the Department of Labor and Employment wherein large establishments, that are fully compliant with labor standards and are willing to share their resources and expertise, assist micro and small establishments in improving their work conditions in the field of occupational safety and health.

**Labor Management Cooperation** - a participative or cooperative practice in an enterprise wherein workers are given an opportunity to participate or involve in decision-making through their representative(s) in the Labor Management Council both in the unionized and non-unionized establishments.

**Labor Management Relations** – a mechanism by which the terms and conditions of employment are negotiated, adjusted and enforced and interactions and processes on how rights and duties are exercised, how agreements are reached, and how workplace relationship is enhanced.

**Management Prerogatives** – rights of an employer to regulate all aspects of employment, such as the freedom to prescribe work assignments, working methods, processes to be followed, regulation regarding transfer of employees, supervision of their work, lay-off and discipline, suspension and dismissal and recall of workers.

**Non-Academic Personnel** – the rank-and-file employees of the institution engaged in administrative functions and maintenance of a higher education institution.

**Occupational Safety and Health Standards** – mandatory rules and standards set and enforced to eliminate or reduce occupational safety and health hazards in the workplace.

**Philjob.net** – an online or internet-based job matching facility owned and operated by the Department of Labor and Employment.

**Published Research Work** – a research output of a teacher or academic staff published locally or internationally.

**Single Entry Approach** – an administrative approach employed by the Department of Labor and Employment to provide a speedy, impartial, inexpensive and accessible settlement procedure of all

labor issues or conflicts to prevent them from ripening into full blown disputes.

**Social Dialogue** - all forms of negotiation, consultation or simply an exchange of information and views between and among representatives of employers, workers, governments and other social partners. (ILO)

**Student Assistants** – students who act as school aides in exchange of minimal monetary remuneration or other form of benefits such as school fee subsidy, etc.

**Technology Transfer** – also called Transfer of Technology (TOT) and Technology Commercialization, is the process of skill transferring, knowledge, technologies, methods of manufacturing, samples of manufacturing and facilities among governments or universities and other institutions to ensure that scientific and technological developments are accessible to a wider range of users who can then further develop and exploit the technology into new products, processes, applications, materials or services. It is closely related to (and may arguably be considered a subset of) knowledge transfer.

**Tripartism** – the participation of equal footing by the workers, employers and government representatives in making decisions that affect them.



**Unorganized Establishment** – refers to any establishment where there is no certified bargaining agent or union, but qualified to have their own Labor and Management Council and Grievance Machinery (D.O.40-03).

**Working Students** – students working for themselves outside of the school institutions to earn money and support their education.

## **Components of Voluntary Code of Good Practices on Decent Work+ Common Agenda**

### **1. Conditions at Work**

1.1 We shall promote a culture of compliance with basic labor standards among key players in the industry and academic community;

1.1.1 We shall abide with the provisions of Anti- Sexual Harassment Act (RA 7877), Philippine AIDS Prevention and Control Act (RA 8504), Comprehensive Dangerous Drugs Act of 2002 (RA 9165) and Department Order 53-03 or the Guidelines in the Implementation of Drug Free Workplace Policies and Programs for the Private Sector, D.O. 73-05 on Managing

Tuberculosis in the Workplace and other appropriate national policies;

1.1.2 We recognize that the worker's security of tenure is guaranteed by the Constitution and the Labor Code. Under the security of tenure guarantee, our employees will only be terminated from employment for substantial cause and only after observance of the requirements of due process.

1.2 We shall, to the fullest extent, refrain from retrenching or laying-off our employees during times of economic downturn and energy crisis, and shall endeavour to employ and apply job preservation measures, such as job rotation, compressed workweek and other flexible work arrangements.

1.3 Without compromising quality service, we shall provide equal employment opportunities in hiring, retention, promotion, ranking, transfer, classification and termination without gender bias and discrimination to civil status, race, creed, marital status, pregnancy or physical appearance, sexual orientation, socio-economic status, religion, race, cultural beliefs and legitimately registered institution where one graduated;

- 1.3.1 We shall promote and respect the rights of working women to ensure their health, safety and their general welfare;
- 1.3.2 We uphold the right of the out of school youth for quality education and shall therefore encourage employment of graduates from Alternative Learning System (ALS) and even those granted with clemency, rebel returnees and former convicts or detainees with the assertion that they are rehabilitated and are no longer threats to the society;
- 1.3.3 We shall promote to all stakeholders the employment of at least one (1) workable differently-abled person according to the needs of the employer;
- 1.3.4 We recognize and value the expertise and knowledge of our senior citizens. Thus they may be employed as long as they are qualified and fit to work.
- 1.4 We shall practice equitable distribution of workload with respect to educational qualifications, experience and expertise of the employee and shall give appropriate compensatory benefits to those with additional workload and designations. Thus we shall observe the following minimum workloads;
- 1.4.1 Teachers in Basic Education should have six (6) hours of actual teaching load and two (2) hours for instructional preparation in a day; the regular teaching load of full-time academic teaching personnel shall be determined by the higher education institution but in no case shall exceed 24 units per semester or its term equivalent. They are also allowed an overload of up to 6 units or an aggregate of 30 units;
- 1.4.2 Qualified Academic Support Personnel may be granted with teaching loads after office hours or during day-off with the approval of the Immediate Supervisor, where benefits on top of one's primary wage will be provided either as honorarium or per hour basis.
- 1.5 We recognize the right of full-time teachers to seek additional income outside of their present employment only when feasible and permissible by the primary employer.
- 1.6 We affirm that the use of license and/or credentials of teachers when done purposely only for accreditation without execution of professional roles and practice of the educator undermines equally professional



ethics, morale and the quality of education and should be disallowed.

1.7 An administrator may be given teaching loads on top of his/her administrative and/or management functions.

1.8 We affirm our commitment and observance to the minimum requirements of the Manual of Regulations for Private Education, Commission on Higher Education (CHED) Policies and Standards, Department of Education (DepEd) Manual, Civil Service Rules and Regulations, Technical Education and Skills Development Authority (TESDA) Manual of Policies and Regulations and other issuances covering employment conditions of teachers, hiring qualifications and teaching workloads, operational requirements of academic institutions and curriculum development.

1.9 As we strive for better quality education, we shall adhere to the minimum qualifications of academicians with a general rule of one step higher educational qualification, thus:

1.9.1 Tertiary Educators must have Master's Degree, satisfactory teaching experience and if possible, already published research work;

1.9.2 Academicians for Graduate Degrees must have a Doctoral Degree, satisfactory teaching experience and quality research work(s);

1.9.3 Teachers for Basic Education must be a holder of a Bachelors Degree in Education or its equivalent, with updated professional license and satisfactory teaching experience;

1.9.4 On the event of a dearth of qualified teaching personnel on tertiary institutions, a non-master's degree holder may be hired provided that other criteria are met. The faculty must obtain one's Master's Degree within the probationary period prior to regularization;

1.9.5 In maintaining good leadership traits and responsible citizenship, educators on his/her professional practice must manifest professional ethics, decency and acceptable behaviour worthy of emulation among students and members of the society.

1.10 We shall observe transparency on the allocation of the Tuition Incremental Proceeds. In the absence of a Collective Bargaining Agreement (CBA), any incremental proceeds derived from the tuition fee increase shall be allocated as follows:

- 70% for salaries, wages, allowances and other benefits of teaching and non-teaching personnel;
- 20% for improvement or modernization of buildings, equipment, libraries, laboratories, gymnasias and similar facilities and to the payment of other costs of operation;
- 10% return on investment.

1.11 We shall recognize occupational safety and health as a critical factor in workers' productivity and firm competitiveness, and for this purpose, we shall:

1.11.1 Formulate an occupational health and safety policy and program to address the priority safety and health concerns in workplaces and worksites in the industry, in accordance with the Occupational Safety and Health Standards (OSHS) and other related OSH issuances;

1.11.2 Organize safety and health committees in our respective companies, and encourage the training and accreditation of safety practitioners and advocates among our workforce;

1.11.3 Constructively engage the Department of Labor and

Employment, the Occupational Safety and Health Centre, and other safety organizations to implement occupational safety and health programs, whenever applicable.

1.12 We shall promote the adoption of social partnership models, such as the Kapatiran System.

## 2. Labor Management Relations

2.1 We view Labor Management Cooperation as essential to the success of our academic enterprises and shall cooperate with the Department of Labor and Employment (DOLE) and its attached agencies in the introduction of the concept and practice of Labor Management Cooperation in the Academic Industry in Region 11.

2.2 We consider the labor education program of the Department of Labor and Employment, National Conciliation and Mediation Board and other government agencies as a vital tool for effective labor-management relations;

2.2.1 We shall promote the organization of volunteer labor educators from the Academic Industry Tripartite Council (AITC);

- 2.2.2 We shall require at least eight (8) hours of training and/or seminar per year on labor relations and other labor governance issues among management, supervisors, faculty and staff in coordination with partner institutions;
- 2.3 We shall organize and strengthen labor and management council for documentation of emerging good practices in labor management relations, human resource development, occupational safety and health, and other related fields.
- 2.4 We shall implement transparency on work rules and regulations in the academic through regular orientations, distribution of personnel manuals and published guidelines.
- 2.5 We, employers, respect the workers' constitutional rights to self-organization, collective bargaining, right to strike and exercise maximum restraint in declaring lock-outs against the workers;
- 2.6 We, as workers, shall exercise maximum restraint in declaring or staging any strike or work slowdown or other forms of work stoppages until we have exhausted all available modes of dispute settlement, including conciliation-mediation and voluntary arbitration.

2.7 We shall exhaust all possible mechanisms, remedies and strategies in settling disputes and shall adopt the alternative modes of dispute settlement.

### **3. Corporate Social Responsibility**

3.1 We are committed to apply our corporate social responsibility to benefit underprivileged communities around our worksites as well as in areas identified by the local and national government agencies as needing our assistance.

3.2 We commit to participate in the awareness campaign on HIV/AIDS, dangerous drugs, tuberculosis, dengue and malaria, and other public health risks at our workplaces, over and above our legal obligation to provide medical and dental, and other services as prescribed by the Labor Code. We shall also tap accredited NGOs and other partner agencies which can give awareness on domestic violence, gender sensitivity training and to intensify dissemination of the law on sexual harassment, bullying, cyber pornography and juvenile delinquencies.

3.3 We shall strengthen the Committee on Decorum and Investigation (CODI) that will receive complaints on sexual

harassment, investigate in accordance with the prescribed procedure, and recommend actions to the disciplining authority that shall lead to increased understanding to prevent incidents of sexual harassment within the academic community.

- 3.4 We shall collaborate and network with the Family Welfare Federation of Davao Region to benchmark and learn good practices in Family Welfare Program as mandated by Department Order 56-03, to benefit our employees and their families.
- 3.5 We recognize the vital role of Academic Industry Tripartite Council (AITC) in identifying labor governance area that needs reform.
- 3.6 We shall promote and practice transparency in our transactions between and among ourselves and with national and local governments, without prejudice to the protection of trade and industry secrets, and to resist anomalous and corrupt transactions.
- 3.7 We shall promote eco-friendly facilities in our industry that contribute substantially to the preservation or restoration of environmental quality through:

- 3.7.1 Participating in government-initiated campaigns and activities which are designed to improve the quality of our environment;
- 3.7.2 Allowing education and awareness campaigns on environmental preservation in our premises, whenever operational requirements allow it;
- 3.7.3 Encouraging the installation of renewable energy resources in the premises, when applicable, and;
- 3.7.4 Engaging our employees and their families, our immediate communities and our stakeholders in a campaign to conserve and efficiently use energy, materials and water consumption at the workplace, in our communities and in our individual homes.
- 3.8 We support every initiative that creates decent and productive jobs for the unemployed and the vulnerable sectors of our society.
- 3.9 We commit to perform our obligations under the Social Security System, Government Service Insurance System, Pag-IBIG and PhilHealth to enable our employees to fully enjoy their benefits in the event of contingency.

#### 4. Human Resource Development

4.1 We shall support continuing professional development among our employees in sustaining a functional academic and non-academic personnel and shall promote institutional schemes or programs for worker's achievement through incentives and due recognitions.

4.1.1 We shall collaborate with government training authorities in the implementation of training programs to promote employment and improve the quality of the labor pool, produce second-liners through our developmental programs like scholarships, trainings, retirement plan, budget management and other human resource and community development programs, and for employers to allocate a reasonable amount from the annual gross budget for staff development;

4.1.2 As employers in an Organized institutions, we support and encourage academic and non-academic personnel to initiate activities for their income augmentation through collaboration with DOLE on their entrepreneurship and livelihood trainings;

4.1.3 The beneficiaries, having been granted opportunities for continuing professional development by the academic institution, shall observe and respect service requirements thereafter;

4.1.4 We shall campaign among our employees for savings consciousness and wise investment decisions so they may enjoy a degree of financial independence.

4.2 We shall participate in every initiative for trade fairs and other programs that provide opportunities for job creation, technology transfer and business incubation.

4.3 We shall collaborate with national and local government in improving the supply and quality of our skilled workers, involve ourselves actively in any government program and initiative aimed at making the labor market more efficient and improving the quality of the region's labor pool, including but not limited to participating in skills registration, job fairs, labor market surveys and other government-initiated activities;

4.3.1 We shall register job vacancies and unemployed graduates and other professionals to the Philjob.net in order to provide the unemployed with opportunities to work in their

respective school institution and/or other industries;

- 4.3.2 We shall dedicate our efforts in providing relevant information necessary for successful career pathing of students in basic, technical-vocational and higher education through the use of Labor Market Information;
- 4.3.3 It is our responsibility to provide information to the basic, technical-vocational and higher education students the current labor scenario to guide them in choosing their courses. As employers, we also encourage our Guidance Counselors to strengthen Career Counseling Program of the school in coordination with the Public Employment Service Office (PESO);
- 4.3.4 We shall ensure registration of all graduating students of secondary, technical-vocational and Higher Education Institutions (HEIs) with the help of regional offices of DOLE, CHED and TESDA to the Philjob.net to monitor the extent and availability of talent pool in relevance to labor market needs;
- 4.3.5 We shall foster strong linkage with national government agencies and industries in developing enrolment

to employment schemes and graduate placement monitoring;

- 4.3.6 We shall encourage local planning in the development of educational policies and programs taking into account regional and sectoral needs;
- 4.3.7 Higher Education Institutions (HEIs) shall formulate strategic curricula and talent pool development involving key players in various industries, especially the key employment generators as identified by the Regional Development Council (RDC), to incorporate the needs to industry specific competencies and skills required for self or wage employment;
- 4.4 We shall provide our student assistants with reasonable working hours, benefits and subject loads in support of their zeal for academic advancements.

## **5. Quality Education**

- 5.1 We shall encourage non-formal, informal, and indigenous learning systems as well as self-learning, independent, and out-of-school study programs, particularly those that respond to community needs.
- 5.2 We, employers and employees, shall be mindful of quality service delivery



of education in conformity to applicable theories and principles to provide efficient and effective educational strategies as an academic institution and exemplary learning experience aimed at achieving competence of students and/or learners.

5.3 As members of the academic community, moulders of dreams and leaders in hope, we shall at all times act with diligence, decency and integrity, dignity, respecting professional relationship and the moral ascendancy of teachers to students, and live up to the highest ethical standards and professional code of ethics.

5.4 We adhere that solicitations from students including other inappropriate practices of teachers in exchange for better grades or favour are strongly prohibited and shall merit administrative sanction.

5.5 We shall not conduct field trips, social activities, fund raising campaigns or similar undertakings without prior written permission from proper school authority.

5.6 We shall observe proper venue to ventilate personal grievances against colleagues or officials, and endeavour to discuss the same before the Labor

and Management Council (LMC) or Grievance Machinery.

5.7 We affirm our roles and functions as an academic institution in developing potentials, capacities and empowering students to be effective in their chosen career; socially conscious and responsible citizens, that our academic excellence shall project quality performance of graduates on licensure examinations and industry absorption.

## **6. Social Dialogue**

6.1 We shall promote sustainable harmony in educational institutions by intensifying current efforts of social dialogues intended to address issues like pirating of Guidance Counselors, licensed Teachers, Librarians, etc.

6.2 We shall dedicate ourselves to the principle of tripartism and social dialogue and to using the mechanism of the Academic Industry Tripartite Council (AIRC) in Davao Region to address various economic, social and labor issues affecting the industry as a whole.

## **Special Provisions**

a) If any portion or provision of this Code is declared void or inconsistent with existing laws and regulations, the remaining portions or provisions hereof shall not be affected by such declaration.

b) Nothing in this Code shall be construed to authorize the Council or any of its members to stipulate working terms and conditions for workers in the academic industry that are inferior or below the minimum standards set by law, unless later authorized by statute, nor shall any of its provisions operate to diminish or remove existing benefits enjoyed by both academic and non-academic personnel.

c) Except as may be provided in this Code, nothing herein shall impose an obligation on any signatory that is over and beyond those prescribed by the existing laws.

d) Any amendment to this Code shall require the vote of at least two-thirds (2/3) of the AITC member signatories.

e) This Code shall take effect immediately upon approval of the Academic Industry Tripartite Council (AITC).

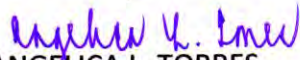
For monitoring purposes, the council shall render an update of its implementation during the Academic Industry Tripartite Council (AITC) and Regional Tripartite Industry Peace Council (RTIPC) quarterly meetings.

The Academic Industry Tripartite Council (AITC) shall, through consultation and consensus, continuously formulate strategies and initiatives to enable the signatories to achieve the objectives laid down in this Code.

## **Monitoring Tool and Evaluation**

This Code of Good Practices is voluntarily adopted by the council.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this 9<sup>th</sup> day of September 2011 at Davao City, Philippines.



ANGELICA L. TORRES

Vice-Chair, AITC (Mgt. Sector)  
Director for Human Resource  
Davao Doctors College



NEIL RYAN PANCHO  
Vice-Chair, AITC (Labor Sector)  
Union President  
College Faculty Union of AddU (CFU-AddU)

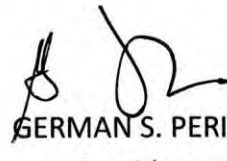


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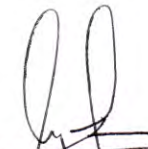


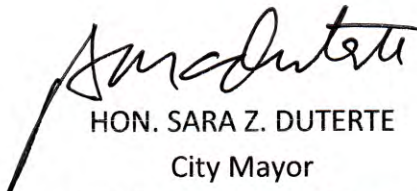
AMELOU BENITEZ REYES  
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Philippine Women's College




ROLAND A. REYES  
Union President  
Brokenshire College (Main)

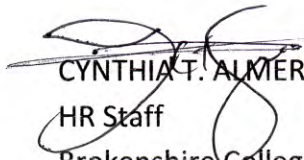
  
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Commission on Higher Education XI


  
GASPAR S. GAYONA, Ph.D, CESO III  
Regional Director  
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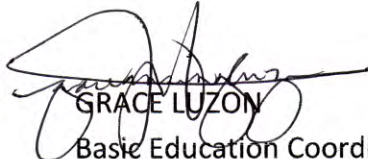
  
HON. SARA Z. DUTERTE  
City Mayor  
City Government of Davao

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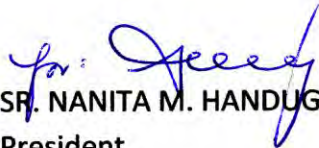
  
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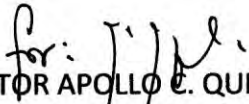
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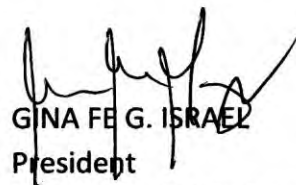
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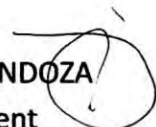
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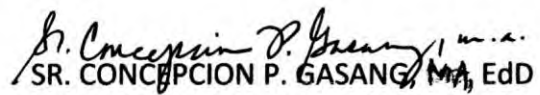
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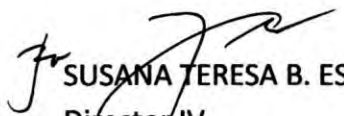
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


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Director IV  
Department of Education




ZENOBIA L. CARO  
Chief  
Overseas Wrkrs. & Welfare Admin.






LILIBETH D. PANTINOPLÉ  
OIC, PESO Manager  
City Government of Davao




ELBERT C. RESTAURO  
Executive Labor Arbiter  
National Labor Relations Commission



EFREN E. EBANBUENA  
Regional Director  
Philippine Information Agency



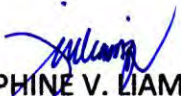
MARIA CAROLINA B. AGDAMAG  
Chief  
Phil. Overseas Employment Administration



ISIDRO L. CEPEDA  
Regional Director  
National Conciliation & Mediation Board



RUBY A. BADILLES  
Board Secretary V  
Reg'l. Tripartite Wage & Productvty. Board

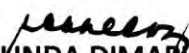


JOSEPHINE V. LIAMZON  
Regional Director  
Professional Regulation Commission



FARLYN S. BANDONG  
Training Officer  
Tech. Educatn. & Skills & Dev't. Authority

Signed in the Presence of:



HON. ROSALINDA DIMAPILIS-BALDOZ  
Secretary  
Department of Labor and Employment