

DEPARTMENT OF LABOR AND EMPLOYMENT
Pampanga Provincial Field Office

VOLUNTARY CODE OF GOOD PRACTICES

for the

PAMPANGA EDUCATION INDUSTRY TRIPARTITE COUNCIL

24 JANUARY 2014

**VOLUNTARY CODE OF GOOD PRACTICES (VCGP)
IN THE EDUCATION INDUSTRY, PROVINCE OF PAMPANGA**

INTRODUCTION

This Code is crafted to provide practical benchmark and best practice reference among member schools of the Pampanga Education Industry Tripartite Council (P-EITC); to meet related moral, social and environmental obligations and to maintain a high standard of effectiveness in addition to the commitment to adhere to law, good customs, morals and public policy.

Monitoring mechanisms through self-regulation, best practice/s recognition and benchmarking shall be regularly observed by member schools and government agencies involved.

The Pampanga Education Industry Tripartite Council (P-EITC) thus, encourages all school institutions and stakeholders to extend voluntary support to this Code.

PURPOSE OF THIS CODE

1. To promote sustainable harmony in the education industry through the P-EITC's support to:
 - Quality education;
 - Meaningful, fulfilling and productive employment; and
 - Continuous growth and development of the educational system
2. To help address the need for local employment by updating the educational system and by preparing students with curriculum programs that will match the skills and competencies needed by emerging local industries;
3. To promote collaborative linkages between and among member schools through:
 - Sharing, benchmarking, monitoring and recognition of best practices among member schools;
 - Policy consultations;
 - Training programs; and
 - Social dialogues
4. To promote industrial peace and encourage positive relationships not only between employers and employees but also among member schools and the community;
5. To promote occupational safety, security, health and best environmental practice and performance within educational institutions in the Province of Pampanga;
6. To address labor-related issues of working students, apprentices, OJT's and intermittent workers in private schools and to afford them the necessary trainings and decent work environment to make them more productive;
7. To institutionalize voluntary conciliation mechanisms among schools, through the P-EITC when sought by parties as concurrent or alternate avenue for dispute settlement;

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8. To strengthen our collaboration and partnership with DOLE, CHED, DEP-ED, TESDA, OSHC, DOH, DENR and other government agencies for unified strategies, approaches and programs towards the advancement of the educational system.

VOLUNTARY CODE OF GOOD PRACTICES ON EMPLOYMENT GENERATION

1. On the matter of faculty overload – member schools will give opportunity to the qualified unemployed teachers to teach part-time, in accordance with pertinent issuances of DepEd / DOLE / CHED / and TESDA;
2. Council members shall coordinate with tripartite partner industries (BPOs-ICTs, Aviation ITC and Construction ITC) to help prepare our students for careers that would match their skills requirements;
3. We shall encourage our students through career coaching seminars, to take up courses for “hard-to-fill” jobs (i.e. library science, agriculture, geodetic engineering, and metallurgical engineering) reported through DOLE’s labor market information; and we shall encourage students to avail of scholarships from CHED on said courses as well as of other scholarship programs with TESDA.

ON SALARIES AND BENEFITS

1. Pursuant to R.A. 6728, tuition fees may be increased, on the condition that seventy percent (70%) of the amount subsidized allotted for tuition fee or of the tuition fee increases shall go to the payment of salaries, wages, allowances and other benefits of teaching and non-teaching personnel except administrators who are principal stockholders of the school, and may be used to cover increases as provided for in the collective bargaining agreements existing or in force at the time that the Act is approved and made effective: Provided, That government subsidies are not used directly for salaries of teachers of non-secular subjects. At least twenty percent (20%) shall go to the improvement or modernization of buildings, equipment, libraries, laboratories, gymnasias and similar facilities and to the payment of other costs of operation. For this purpose, school shall maintain a separate record of accounts for all assistance received from the government, any tuition fee increase, and the detailed disposition and use thereof, which record shall be made available for periodic inspection as may be determined by the State Assistance Council, during business hours, by the faculty, the non-teaching personnel, students of the school concerned, the Department of Education, Culture and Sports and other concerned government agencies.
2. In line with our corporate social responsibility and to enhance the decent living of school employees, we may provide the following:
 - Scholarships and discounts on tuition fees for our employees’ dependents;
 - Rice Allowance and / or other form of benefits to teaching and non-teaching personnel;
 - Performance Bonus;
 - Health Insurance / Hospitalization benefits;
 - Mortuary benefits
3. We shall give full pay per day to teachers even if they handle less than the full class of 40 hours per week and we shall not diminish their benefits;

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4. We shall provide faculty development programs, religious activities, family day, sports fest, Christmas Party and the like in order to balance work, recreation and family life for the holistic being of our employees. This shall also be in support of DOLE's mandate to promote **Family Welfare Program (FWP)** to enhance the welfare of the schools' teaching and non-teaching personnel;

ON PROMOTIONS AND QUALIFICATION STANDARDS

1. We shall provide clear criteria for promotions, ranking and performance evaluations; salary increases and giving of bonus incentives to provide an **objective treatment and evaluation** of our school employees' performance; and
2. We may give due **recognition and awards** for the notable achievements of employees as well as for their **loyalty and length of good service** in our schools.

ON OCCUPATIONAL SAFETY, SECURITY AND HEALTH

We believe that schools are leaders in **environmental sustainability**; therefore, safeguarding the safety, security and health of students, faculties, employees and management representatives of schools is central to ascertaining **high quality education**. Accordingly:

1. We shall adopt the **Green School Program** which includes the observance of the "3 Rs" on waste **Reduction, Recycling, Re-using** as well as other frameworks that support a **sustainable and healthy learning environment**;
2. We shall adopt a clear rational policy for **"smoke-free" schools** with **clear procedures** for communicating the said policy to those affected by it including students, staff, parents and visitors;
3. We shall adopt all measures to ensure that our schools are **free from drugs, sexual harassment and HIV Aids** through strong **advocacy and implementation of DOLE mandates**;
4. We shall promote **'zero accident'** in schools and provide **periodic school safety and security assessments** for Security and Crisis Preparedness Planning, Violence Prevention Procedures, Physical Security Measures, After Hours Safety and Physical Design and assure safety and security in or about the school premises to include:
 - a. Facilities;
 - b. Food;
 - c. Transportation and Parking Area;
 - d. Sports Areas; and
 - e. Playgrounds
5. Schools shall provide **safe working conditions** that promote our **teachers' health** which shall include:
 - a. Ergonomic seats and tables for teachers to use during their classes;
 - b. Faculty rooms equipped with the necessary facilities (desks / tables, chairs, learning equipment, etc.); and
 - c. Classrooms with adequate ventilation and lighting

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ON QUALITY EDUCATION

1. The *size of the class* should be in accordance with the standards set by CHED/Dep-Ed/TESDA;
2. We shall continually *upgrade and enhance qualification standards of faculty* as well as the *quality of our school programs and services* to be responsive to the changing needs of times, providing education and training of students for careers that will see growth over the years;
3. We shall commit to observe all CHED, DEP-ED & TESDA (for TVET Schools) *rules on hiring qualifications and standard requirements* for our schools;
4. We shall encourage our faculty to take *Masteral / Doctoral courses* to pursue professional and personal development;
5. Faculty members who are provided by schools with *opportunities for further education and training* shall commit to *observe the service requirements* of their schools in observance of fair play and equity;
6. All members and signatories to this code shall passionately adhere to *Rule V of RA 10533*, which particularly constitutes the *conduct of Career Advocacy activities* that will guide secondary level students in choosing the career tracks that they intend to pursue. Accordingly, teachers, particularly career guidance counselors / coaches shall act as career advocates whom shall be allowed to conduct career advocacy activities for secondary-level students of the schools where they are currently employed; Provided, That they undergo appropriate capacity building programs developed and implemented by the DepEd, in coordination with the DOLE, TESDA, CHED, PRC, NYC, student organizations, industry associations, guidance and counseling associations, professional associations, and other relevant stakeholders;
7. Accordingly, and pursuant to DepEd Order No. 25, series of 2013, all member schools in this council shall conduct a **Career Guidance Week for High School Students Effective SY 2013-2014** which shall be celebrated every last week of July. This is in line with the goal of the K to 12 Education Program to produce graduates ready for higher education, middle level skills development, employment and entrepreneurship.

ON PRODUCTIVITY

1. We shall initiate *productivity incentive and performance based schemes* where both schools and our employees shall commit to *continuous productivity improvement* as our moral and social obligations to ourselves and our stakeholders; and
2. We shall cooperate and coordinate with the *Regional Tripartite Wages and Productivity Board (RTWPB)* in its policies and programs enhancing the productivity and quality of our services.

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ON SECURITY OF TENURE

1. We, after strict observance of *due process* shall give *advance notice of renewal or non-renewal* of contracts for probationary teachers / termination notice to regular teachers at least three (3) months before the end of the last semester / school year to give enough time and opportunity to the affected teachers to apply to other schools;
2. Teachers shall give *letters of resignation at least three (3) months before the end of the last semester/school year* or upon receipt of the Notice of VISA for those applying for overseas job, to give enough time and opportunity for the schools to find a replacement.

ON CONCILIATION/MEDIATION AND MAINTENANCE OF INDUSTRIAL PEACE

1. We shall institutionalize dispute settlement mechanisms and create *Labor Management Councils (LMCs)* or its equivalent at school level and industry level through the P-EITC;
2. We shall take advantage of the *continuing labor and management education program* of the Department of Labor and Employment (DOLE) in order to enhance labor-management relations, human skills and productivity in our schools;
3. We shall continue to be *active members of P-EITC* as an effective avenue for social dialogue, policy review and consultations and for capability trainings and seminars on conciliation/mediation through the National Conciliation and Mediation Board.

ON ETHICAL STANDARDS OF TEACHING PROFESSION

1. We, school employees shall strive for continuous self-improvement and upgrading of skills and knowledge and shall abide by RA 10533, which institutes the rules and regulations of the Enhanced Basic Education Act of 2013;
2. We shall act as *role models* by living up to the highest ethical standards expected of us, observing our professional code of ethics at all times;
3. We shall at all times act with *diligence of a good father of a family*, avoiding faculty /student intimate relationships, indecent places, scandalous behaviors, obscene acts and the like not only in school hours but in all places and occasions we are in.

COLLABORATION OF GOVERNMENT PARTNERS

We in the government agencies – DOLE and its attached agencies (RTWPB, NCMB, TESDA) with CHED, DEP-ED, DOH and DENR shall establish *collaboration and partnership* sharing a common roadmap to provide the educational institutions the support and commitment to achieve the objectives of this code.

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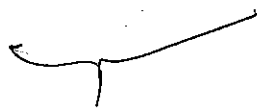
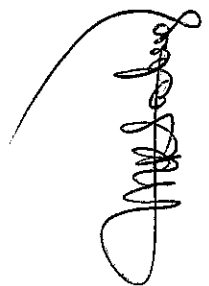
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PLAN OF ACTION OF THE PCITC

1. Conduct of quarterly meetings or as the need arises, to facilitate resolution of issues and concerns under the field of the P-EITC;
2. Conduct of General Assembly every December of each year as part of its commitment to promote industrial peace within education industry in the province;
3. To cooperate and collaborate with the Pampanga Tripartite Industrial Peace Council (PTIPC) and with DOLE in all its programs and policies; and
4. To support all the activities of the PTIPC and P-EITC geared towards the proactive preservation and enhancement of industrial peace and harmony particularly within the premises of educational institutions, public or private.



ON MONITORING OF THE CODE

The Pampanga Education Industry Tripartite Council shall institutionalize monitoring mechanisms to include *best practice recognition and awards, benchmarking, and self-regulating strategies* in keeping up with this code. We shall continue to upgrade this code to keep its dynamism and relevance to the educational institutions.

We, the Officers and Directors of the Pampanga Education Industry Tripartite Council, in behalf of our members extend our full support to achieve the noble objectives of this code.

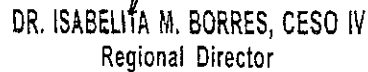
In witness whereof, we are hereunto affixed our signatures signifying our commitment to this Code this 24th day of January, 2014 at the City of San Fernando, Pampanga.



ARLENE N. TOLENTINO
Pampanga Education ITC
Chairperson



DR. CAPIDAD O. ABUAN
Commission on Higher Education (CHED)
MEMBER
Pampanga Education ITC



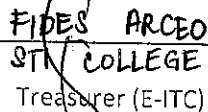
DR. ISABELITA M. BORRES, CESO IV
Regional Director
Department of Education (DepEd)
MEMBER
Pampanga Education ITC



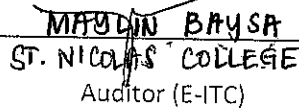
FRANK VILLANUEVA
HOLY ANGEL UNIVERSITY
Vice Chairperson (Management)



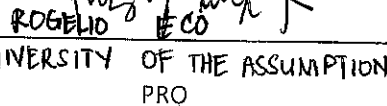
REYNANTE SANDIKO
UNIVERSITY OF THE ASSUMPTION
Vice Chairperson (Labor)



FIDES ARCEO
ST. NICOLAS COLLEGE
Treasurer (E-ITC)



MARJOLIN BAYSA
ST. NICOLAS COLLEGE
Auditor (E-ITC)

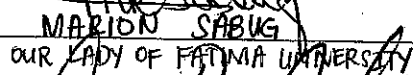


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UNIVERSITY OF THE ASSUMPTION
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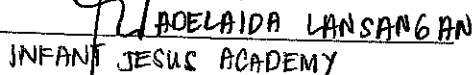
P-EITC BOARD OF DIRECTORS



M. DORY DAVID
ROYAL INTERNATIONAL SCHOOL, INC.



MARION SABUG
OUR LADY OF FATIMA UNIVERSITY



MAELAIDA LANSANGAN
INFANT JESUS ACADEMY



ARLENE SUPAN
JOSE FELICIANO COLLEGES

P-EITC MEMBERS

NAMES	SCHOOL / UNIVERSITY	SIGNATURE
RONALDO M. LAPIS	HOLY ANGEL UNIVERSITY	<i>Ronald M. Lapis</i>
Frankie Villanueva	" " "	<i>Frankie Villanueva</i>
Stephen G. Dizon	Don Teodoro V. Santos Inc.	<i>Stephen G. Dizon</i>
ALVIN T. ESCOTO	DON TEODORO V. SANTOS INC.	<i>Alvin T. Escoto</i>
Johnson G. Velasco	children of Fatima School Inc.	<i>Johnson G. Velasco</i>
Roberta P. Claudio	Royal Int'l Sch. Inc.	<i>Roberta P. Claudio</i>
Janielve Lopez	children of Fatima sch. Inc.	<i>Janielve Lopez</i>
EDNA S. GUEVARRA	Saint EMILIANA Acad.	<i>Edna S. Guevarra</i>
Amy B. Tunagay	Living Stone International School	<i>Amy B. Tunagay</i>
KENCIA TR. LIMPAO	St. Mary's Koa. Gragan	<i>Kencia Tr. Limpao</i>
MIRIAM S. QUEBRAL	ST. MARY'S ACAD. GUANAJUA	<i>Miriam S. Quebral</i>
ZITA U. SANTOS	DepEd - ROROT	Zita U. Santos
EUROENCE D. FELICIANO	DON BOSCO ACADEMY	<i>Euarence D. Feliciano</i>
Marlou P. Barotac	Don Bosco Academy	<i>Marlou P. Barotac</i>
Dr. Basilia G. Sanga	Pampanga Colleges	<i>Dr. Basilia G. Sanga</i>
Belinda S. Yabut	Pampanga Colleges	<i>Belinda S. Yabut</i>
ALBERT D. CORUANS	LA VERDAD CHRISTIAN COLLEGE	<i>Albert D. Coruans</i>
Adelaida M. Lansangan	Infant Jesus Academy	<i>Adelaida M. Lansangan</i>
Mildred Agui	Sta Cruz Academy	<i>Mildred Agui</i>
Jesiter L. Dard	Sta Cruz Academy	<i>Jesiter L. Dard</i>
Yolanda C. Cordova	CHEDRO III	<i>Yolanda C. Cordova</i>
Cristofa L. Taran	GNC	<i>Cristofa L. Taran</i>
Mary Jane V. Sampang	GNC	<i>Mary Jane V. Sampang</i>
ROSELLO P. ECO JR	UA	<i>Rosello P. Eco Jr</i>

P-EITC MEMBERS

NAMES	SCHOOL / UNIVERSITY	SIGNATURE
1. Jose Renante Sandico	University of the Assumption	
Gregorio G. Maniti II	Mary the Queen College	
Maricarmen R. Sabung, EdD	SECC / OLFU	
Strellita N. Barcelona	ECE / OLFU	
J. Leo Vicente Tago	Jose C. Feliciano College	
Michael B. Diwa	Jose C. Feliciano College F	
Arlene M. Supan	Jose C. Feliciano College F.	
ILUMINADO M. GARCIA	DEPED III	
Maribel I. Alfonso	Systems Plus College Foundation	
Consuelo J. Gregorio	SFC Inc.	
Geraldyn C. Ocampo	Republic Central Colleges	
JOY C. SALUNGA	Republic Central Colleges	
IRMA P. MEDINA	Assumpta Tech. HS	
ALMIRA D. MERCADO	Assumpta Tech HS	
Regeliana L. Carles	Narciso School Inc	
JOY A. JEPUSA	Christ the King	
MYRNA L. GUNSM	CHRIST IN YOUR FAITH ACADEMY	
DRA. HEDY BUSTOS	St. John Bosco School	
Hermine Z. Geronimo	"	
EMMANUEL M. PARRERA	Mary the Queen College	
BARBIE L. DALIT	MARY HELP OF CHRISTIANS SCHOOL (PAMP) P. Bldg	
SR. MELDRED F. RAMAS, PMA	-du-	
Mauphi Bayza	SNC - St. Nicolas College	
Jaime Salunga	Saint Anthony College of Technology	

P-EITC MEMBERS

NAMES

SCHOOL / UNIVERSITY

SIGNATURE

FLORENTINA S. MANTO

HOLYCROSS COLL.

[Signature]

MARITES S. FRANCO

"

MANILA, JESSICA

SA. NIKOLA COLLEGE

EDWINA S. AGAPITA

STI COLLEGE SMC

ANGELLE CARLOS

INFANT JEAN ACO

FIDES C. ARRO

STI COLLEGE SMC

CANDIDA ALIBON

CEBO

[Signature]

PLAN OF ACTION OF THE PCITC

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OATH OF THE NEWLY ELECTED OFFICERS OF THE PAMPANGA EDUCATION INDUSTRY TRIPARTITE COUNCIL (P-EITC)

I, (State your Name) having been elected as (State your Position) of the Pampanga Education Industry Tripartite Council (P-EITC), do solemnly swear to abide by and uphold ~~the ideals and vision of this organization~~, to put into practice its noble and democratic objectives; to perform my duties to the best of my ability and capacities; to advance the interest of all its co-partners and stakeholders; and to conduct myself in a manner befitting a good EDUCATION ITC OFFICER so as to be an effective co-player in upholding industrial peace and harmony.

I take this pledge in full commitment and understanding; faithfully and without reservation.

So help me God.



January 24, 2014: ***Oath-taking*** of the newly elected Officers of the Pampanga Education Industry tripartite Council, officiated by CHED Regional Director, Dr. Caridad Oli-Abuan



January 24, 2014: ***Signing of the Voluntary Code of Good Practices*** in the Education ITC Caridad Oli-Abuan



The ***Officers and Members*** of the Pampanga Education Industry Tripartite Council, representing 30 private High Schools and Universities / Colleges in the Province of Pampanga that represent both labor and management