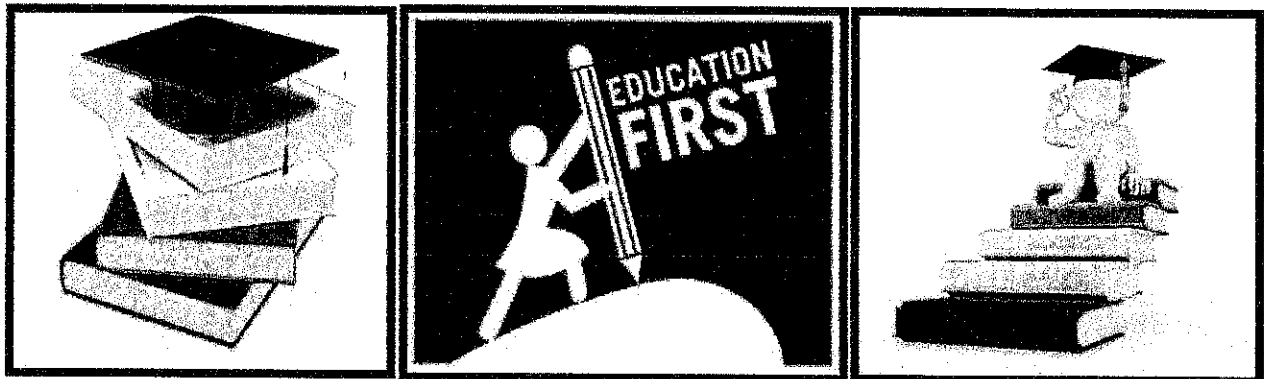


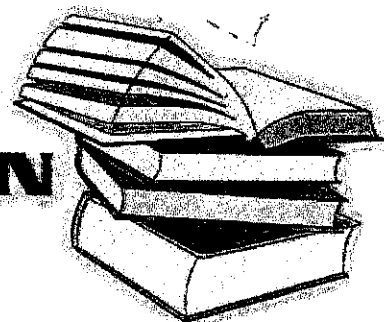
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Regional Office No. III - ZAMBALES



VOLUNTARY CODE OF GOOD PRACTICES

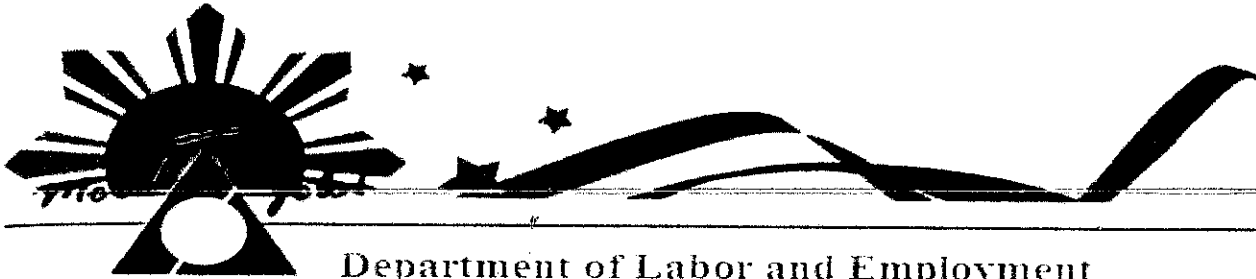


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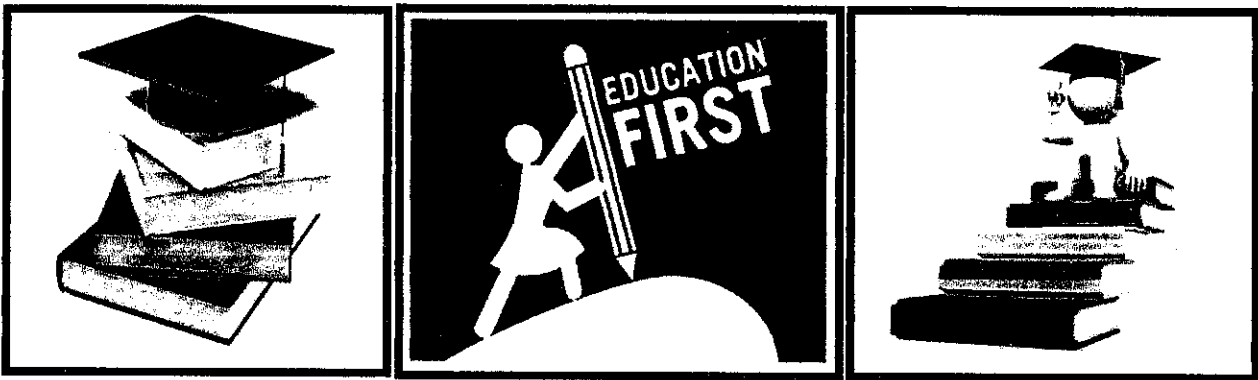


**OLONGAPO – ZAMBALES INDUSTRIAL
TRIPARTITE COUNCIL FOR**

**EDUCATION
(OZITCE)**



Department of Labor and Employment
Regional Office No. III - ZAMBALES



VOLUNTARY CODE OF GOOD PRACTICES



OLONGAPO – ZAMBALES

INDUSTRIAL TRIPARTITE COUNCIL FOR

**EDUCATION
(OZITCE)**

VOLUNTARY CODE OF GOOD PRACTICES AMONG EDUCATIONAL INSTITUTIONS IN OLONGAPO CITY AND ZAMBALES

Introduction

This Code is crafted to provide practical benchmark and best practice guidance among schools and members of Olongapo- Zambales Industrial Tripartite Council for Education (OZITCE) to meet our moral, social and environmental obligations and maintain a high standard of effectiveness in addition to our 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.

The Olongapo-Zambales Industrial Tripartite Council for Education (OZITCE) therefore encourages all school institutions and stakeholders to extend voluntary support to this Code.

PURPOSE OF THIS CODE

1. To PROMOTE SUSTAINABLE HARMONY IN EDUCATIONAL INSTITUTIONS as envisioned by the OZITCE towards:
 - QUALITY EDUCATION
 - MEANINGFUL, FULFILLING, PRODUCTIVE EMPLOYMENT
 - CONTINUOUS GROWTH & DEVELOPMENT OF EDUCATIONAL SYSTEM
2. To address the need for employment generation by creating job opportunities and updating the educational system and prepare students with curriculum programs that will match the skills and competencies needed by the industries relevant to the fast changing technology responsive to the country's efforts to mitigate local unemployment.
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
 - 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 thereby promoting good neighbor communication principles identifying and addressing issues relevant to the educational system.

5. To promote best occupational safety, security, health and environmental practice and performance in the educational institution.
6. To address issues of working students, apprentices, OJTs and intermittent workers and afford them training and work environment that are decent, safe, healthy and fulfilling, thus providing them with the knowledge, skills and high values needed in the field of work.
7. To institutionalize voluntary conciliation mechanisms among schools through the O-ZITCE when sought by parties as concurrent or alternate avenue for dispute settlement; and to create and strengthen school level Labor Management Councils for dispute resolution among member schools.
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 in advancement of the educational system. /

VOLUNTARY CODE OF GOOD PRACTICES

ON EMPLOYMENT GENERATION

1. On overload of faculty – To give opportunity to qualified unemployed as well as part time teachers, in accordance with pertinent issuance of CHED/TESDA/Dep-Ed.
2. We shall coordinate with our partner industries particularly the Tripartite Councils for Hotel, Resorts and Restaurant Industry; for Construction Industry; and for Mining Industry to prepare our students for careers that would match their skills and work values to the demands of the industries.
3. Despite the “hard to fill positions” of librarians and some laboratory workers, we shall observe the equivalent requirement per number of students in libraries and laboratories in accordance with CHED/Dep-Ed/TESDA Rules and Regulations so we can encourage students to take up courses on hard-to-fill jobs so as to disperse the over-supply of graduates on saturated courses.

We shall encourage the opening of courses on library science, agriculture, geodetic engineering, metallurgical engineering and shall encourage students to avail of scholarships from CHED on said courses as well as other scholarship programs from TESDA.

ON SALARIES AND BENEFITS

1. We shall observe transparency of 70% and 30% sharing of tuition fee increases per R.A. 6728 to avoid labor dispute concerning its distribution.
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
 - Performance Bonus
 - Health Insurance/Hospitalization benefits
 - Mortuary benefits
3. We shall give full pay to teachers who are permanent full time and handled full loads.
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.

ON PROMOTION AND QUALIFICATION STANDARDS

1. We shall provide clear criteria for promotions, ranking and performance ratings, salary increases and giving of bonus incentives to provide an objective treatment and evaluation of our school employees' performance.

2. We may give due recognition and awards for the notable achievements of employees as well as their loyalty and length of good service to our schools.

ON OCCUPATIONAL SAFETY, SECURITY AND HEALTH

We believe that schools are leaders in environmental sustainability thus, safeguarding the safety, security and health of students, faculties, employees and management of schools is central to high quality education.

1. We adopt the Green School program which includes the three Rs on waste reduction, recycling, re-using as well as other frameworks that support a sustainable and healthy learning environment.
2. We 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 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 which we can apply not only to school employees but also to students and school visitors.
4. We promote zero accident schools and provide for 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 our
 - a. Facilities
 - b. Foods
 - c. Transportation and Parking Area

- d. Sports Areas
- e. Playgrounds

5. Schools shall provide working conditions that promote our teachers' health which shall include:
 - a. Seats and tables to teachers which they may use as far as practicable during their classes
 - b. Faculty rooms equipped with necessary facilities
 - c. Classrooms with adequate ventilation and lighting

6. We ensure that pupils' bags and loads shall not cause physical harm especially to elementary school pupils hence, we encourage strategies to lighten their school bags such as scheduling of subjects on MWF/TTh days so they will limit their loads to their respective subjects for the said days or provision of lockers to each of them where they could leave their things that need not be daily carried by them.

7. We promote proactive best practices in security and school crime prevention through:
 - a. School security and emergency preparedness trainings and measures against gang violence, terrorism attacks and the like;
 - b. Improvement of emergency management and response capacity, lockdown and evacuation procedures, crisis media and communications issues.

8. We ensure that all school employees and students have sufficient information, instruction and supervision as to raise their level of consciousness on safety, security and health as integral part of their discipline as persons through continuing health and safety education, first aide training of teachers and employees and other trainings relevant to the emerging risks in the changing environment.

9. We support all OSSH programs of the DOLE, OSHC, DOH, DENR and OSHNet and ensure that we abide by their rules and regulations and support their programs.
10. We, school employees shall uphold at all times the safety, security and health among our ranks and shall serve as models of healthy and respectable lifestyles worthy of emulation by our students.

**ON PROTECTION AND WELFARE OF WORKING STUDENTS,
ON THE JOB TRAINEES, APPRENTICES AND
INTERMITTENT WORKERS**

1. We recognize the need of the working students to achieve a balance of work and study in school hence, we observe a maximum number of 20 work hours per week or four hours/day, 5 days per week. We provide them with health and safety measures in the event of work-related accidents or illness;
2. Nursing schools shall provide good working condition for nursing students on duty. Prophylactic and necessary precautionary measures are provided to nursing students exposed in departments with infectious diseases;
3. We shall avail of the Dual Training System Program of TESDA, where Memorandum of Agreements between schools and Cooperating Industries enter into 60% in Plant/Industry Based Training and 40% In-School Training arrangements.
4. We shall ensure that apprenticeship contracts between schools in general and companies where the On the Job Trainees (OJTs) are immersed are to be entered with provisions on the following:

- a. Protection of OJTs' Health, Security and Safety to include security measures to be undertaken by parties for night shift duty.
- b. Specification of skills training to be provided to ensure that OJTs are given the necessary preparation for actual work as they graduate from their courses.
- c. Normal working hours of eight hours are observed as far as practicable except when exigency of service necessitates overtime work.
- d. Other terms and conditions promoting the OJTs' welfare and enhancing their skills and productivity.

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.

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.
2. We shall cooperate and coordinate with the Regional Tripartite Wages and Productivity Board in its policies and programs enhancing the productivity and quality of our services.

ON SECURITY OF TENURE

1. We, after strict observance of due process shall give advance notice of non-renewal of contract 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 advance 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 or its equivalent at school level and industry level through the OZITCE
2. We shall take advantage of the continuing labor and management education program of the Department of Labor and Employment in order to enhance labor-management relations, human skills and productivity in our schools.
3. We shall continue to be active members of ZITCE 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
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.

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.

ON 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.

ON MONITORING OF THE CODE

The Olongapo- Zambales Industrial Peace Council for Education 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, officers and Directors of the Olongapo- Zambales Industrial Peace Council for Education (OZITCE), in behalf of our members extend our full support to achieve the noble objectives of this code.

Witness my hand and official seal this _____ day of _____, 2013 at _____.

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Notary Public _____

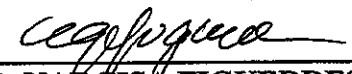
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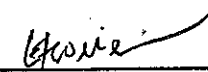
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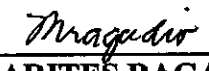


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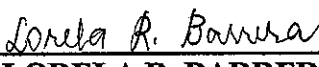
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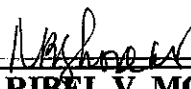
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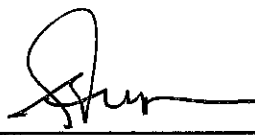
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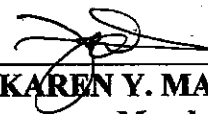
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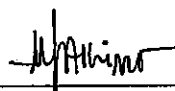
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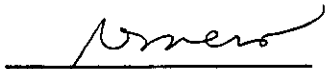



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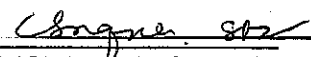

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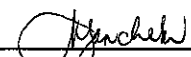

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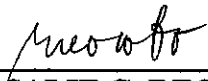

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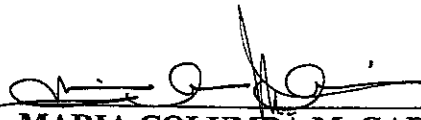

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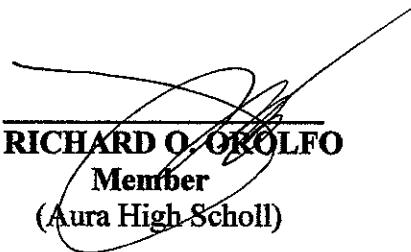
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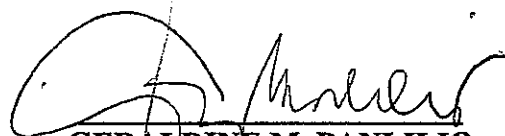
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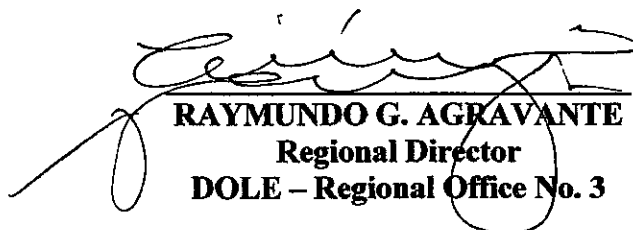


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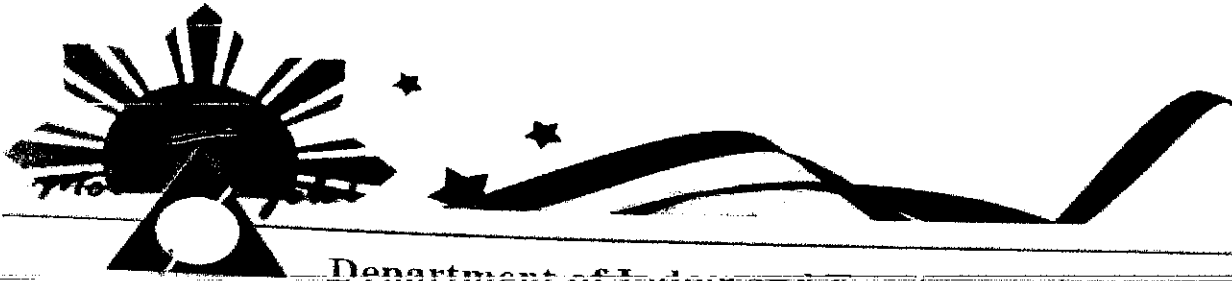
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RAYMUNDO G. AGRAVANTE

Regional Director

DOLE – Regional Office No. 3



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