



VOLUNTARY CODE OF GOOD PRACTICES IN SCHOOL INSTITUTIONS

Introduction

This code is a collaborative effort developed in various stages from the deliberations of the members of the Board of Trustees of the LABOR TRIPARTITE COUNCIL IN EDUCATION (LTCE) until its presentation and approval by the general assembly. This is a “living document” which will continually be updated to be relevant to the changes of times.

Even if this code had been agreed by a number of LTCE members, this does not set a binding effect on members which have adopted or joined the code. The commitment to this code is voluntary. This is however crafted to provide practical benchmark and best practice guidance among schools and members of LTCE 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 thru self regulation, best practice/s recognition and benchmarking shall be regularly observed by member schools and government agencies.

The Labor Tripartite Council in Education therefore encourages all school institutions and stakeholders to extend your voluntary support to this code.

PURPOSE OF THE CODE

1. To PROMOTE SUSTAINABLE HARMONY IN EDUCATIONAL INSTITUTIONS as envisioned by the LTCE 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 as well as updating the educational system and prepare students with courses that will match the skills needs of the industries relevant to the fast changing technology relevant in the country's efforts to mitigate local unemployment
3. To promote regular and effective 'good neighbor' communication principles, thru:
 - 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 academe/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 scholars, 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 LTCE when sought by parties as concurrent or alternate avenue for dispute settlement; and to create & 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, & 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 teachers* – To give opportunity to qualified unemployed as well as part time teachers, we shall observe maximum of 3 preparations and 8 subjects or 24 unit load per teacher is to be observed so the rest of the loads can be assigned to them.
2. We shall coordinate with our partner industries particularly the Tripartite Councils for Hotel, Restaurant & Tourism Industry and the Tripartite Council for Business Process Outsourcing – ICT 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 Rules 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% & 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 shall provide the following:
 - Scholarships and discounts on tuition fees for our employees dependents and house helpers
 - Rice allowance
 - Performance bonus
 - Health insurance/ hospitalization benefits
 - Mortuary benefits

3. We shall give full pay to teachers even if they handle less than the full class of 40 and shall not diminish their benefits.
4. We shall provide faculty development programs, retreats, family day, sports fest, christmas party, and the like in order to balance work, recreation and family life for the holistic being of our school employees.

ON PROMOTIONS 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 shall give due recognition and awards for the notable achievements of our 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 thru strong advocacy and implementation of DOLE Mandates which we 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. food services,
- c. transportation & parking area
- d. sports areas
- e. play grounds

5. Schools shall provide working conditions that promote our teachers' health which shall include:

- a. Seats & tables to teachers which they may use as far as practicable during their classes
- b. Faculty rooms equipped with necessary facilities
- c. Whiteboards / markers instead of blackboards/chalk
- d. Lapels / Microphones
- e. Class rooms with adequately ventilation and lighting
- f. lockers

6. We ensure that pupils' bags & 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, thru:

- 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 thru continuing health and

safety education, first aid training of teachers & 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 & WELFARE OF WORKING SCHOLARS, ON THE JOB TRAINEES,
APPRENTICES and INTERMITTENT WORKERS**

1. We recognize the need of working scholars to achieve a balance of work and study in school hence we observe a maximum number of 20 work hours per week / or 4 hours/day (including Saturdays); We provide them health and safety measures in the event of work-related accidents or illness;
2. Nursing Schools shall provide seats and permit nursing students on duty to use such seats when they are free from work during their duty time; Prophylaxis and necessary protective supports are provided to nursing students exposed in departments with infectious diseases;
3. Maritime Schools shall coordinate directly with shipping companies for their posting of apprentices so the latter can avoid payment of agency fees and that they can be secured and easily monitored by the schools in their posts as to the terms and conditions of work and ensure that the tasks assigned to them are within their specified skills;
4. Maritime schools shall ensure that apprenticeship contracts between them and shipping companies should ensure that apprentices are protected from exposure to risks and hazards and ensure that Maritime rules / International Safety Management /Standard for Training Certification & Watch keeping Manual are complied with. SCHOOLS shall endeavor for the coverage of insurance with counterpart from the shipping companies in the event of work related accidents / illnesses.

5. We shall avail of the Dual Training System Program of TESDA– WHERE Memorandum of Agreements between Schools & Cooperating Industries enter into 60% In Plant/ Industry Based Training and 40% In-School Training arrangements.
6. 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. We shall limit our full class to a maximum of 40 students for quality education and to ensure that teachers are not overloaded.
2. We shall continually upgrade and enhance qualification standards of teachers 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 send our teachers to Masteral/Doctoral courses and reduce the number of loads but shall maintain their salaries based on normal loads to encourage them to pursue continuous self development.

5. *We teachers who are provided by schools with opportunities for further education and training shall commit to observe the service requirements of our 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 obligation 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 value the contributions of our deans and department chairpersons to the success of the school hence, we treat such positions as regular employment status being necessary and desirable to our institutions. We shall therefore observe a maximum of two school years as observation period for designated dean positions after which they either get the regular status as deans or be replaced by others who may qualify. In no way should they be kept on a floating status and be subjected to demotion upon management's discretion.
2. We in the Technical Vocational Education Training & Language School acknowledge that by the nature of our industry, hiring of seasonal employees is widely practiced. However, despite seasonal in nature, we afford them with all the labor standards benefits of regular employees including the coverage of SSS, Philhealth and Pag-ibig coverage.
3. 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,

4. *We 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 LTCE.
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 LTCE 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 TEACHERS

1. *We school employees shall strive for continuous self-improvement and upgrading of skills and knowledge and 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 schools or 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.

ON MONITORING OF THE CODE

The Labor Tripartite Council in 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, members of the Board of Trustees of the Labor Tripartite Council in Education in behalf of our members extend our full support to achieve the noble objectives of this code.