Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 30, s. 1994

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT - OWNED AND CONTROLLED CORPORATIONS AND STATE COLLEGES AND UNIVERSITIES, REGISTERED/ ACCREDITED PUBLIC SECTOR UNIONS

SUBJECT: Checklist of Reasonable Working Conditions in the Public Sector

The Commission, as an advocate of employee empowerment in the public sector, has encouraged public sector unions to embark on Project Talaan and draw up a Checklist of Reasonable Working Conditions (CRWCs) in the Public Sector. The Checklist aims to assist both management and union in establishing a working environment which will promote harmonious relationship between them, enhance the employees' welfare and productivity, and contribute to the attainment of a responsible public service, in general, and the goals of the agency, in particular.

The CRWCs is a product of a series of nationwide conferences conducted by the public sector unions in their respective agencies and culminated in the TALAAN CONVENTION held at the Asian Institute of Tourism on May 5 and 6, 1994. The Convention ratified the CRWCs which was endorsed to the Commission by the Talaan Convention Working Committee in its Resolution No. 94-01. With the said Resolution as basis, the Commission finally adopted a format which embodies in detail the reasonable working conditions for government employees identified during the Talaan Convention.

As an integral part of this Memorandum Circular, attached is the CRWCs which can be used as reference and guide by the management and the union in their negotiations. This Checklist is not all-inclusive so the parties are not precluded from negotiating on working conditions which are not herein incorporated, so long as they are consistent with existing laws, rules and regulations.

The parties are encouraged to undertake an annual review of the CRWCs so that the necessary appropriations can be arranged in the succeeding budget.

Your utmost cooperation on the matter is hereby enjoined.

PATRICIA A. STO. TOMAS
Chairman

September 8, 1994
MC/rudy

CHECKLIST OF REASONABLE WORKING CONDITIONS

Guidelines

1. This checklist should be jointly accomplished by top management and employees' representatives in every agency.

2. Before starting to check, top management and employees' representatives should spend some time to carefully examine the present working conditions in their office.

3. Each item should be read carefully. If the measure has already been implemented, mark **YES**. Mark **NO** if no action has yet been implemented.

4. For items which are marked **NO**, choose which seem likely to be the most important. Mark **PRIORITY** for these items and then identify ***measures to implement them*** and set the ***target date/period of implementation.*** Likewise, for items marked **YES**, identify ***measures to improve/expand*** present status if necessary including the ***target date/period of implementation.***

DEFINITION OF REASONABLE WORKING CONDITIONS

They pertain to the humane and acceptable working environment that promotes, develops, sustains and satisfies the physical, economic, psycho-social and spiritual well-being of the employees; promote harmonious relationship between employees and management to enhance their dignity; provide motivation and recognition and harness their potentials towards increased productivity and efficiency in the attainment of the goals and objectives of the employees as well as the organization for a more responsive public service.

WORKPLACE

1. Acquire own office building

   Is this already being implemented in your Agency?

   [ ] YES [ ] NO [ ] PRIORITY

   Measures for improvement/ implementation:

   _____
   _____
   _____

   Target date/period:

   _____

2. Maintain office building properly

   Is this already being implemented in your Agency?

   [ ] YES [ ] NO [ ] PRIORITY

   Measures for improvement/ implementation:

   _____
   _____
   _____

   Target date/period:

   _____

3. Provide well-maintained office equipment, furnitures and fixtures

   Is this already being implemented in your Agency?

   [ ] YES [ ] NO [ ] PRIORITY

   Measures for improvement/ implementation:

   _____
   _____
   _____

   Target date/period:

   _____

4. Provide adequate office supplies

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

5. Provide proper lighting and emergency power

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

6. Provide ample office space

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

7. Provide proper ventilation

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

8. Provide facilities for the disabled

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

9. Provide conference room and library

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

10. Provide a multi-purpose hall to serve as physical fitness area, recreation, games and sports room and video room

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

11. Provide secured parking space for employees' vehicles

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

_____
_____
_____

Target date/period:

_____

12. Provide elevator for building with at least four floors

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

13. Provide pipe-in-music in workplaces

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

14. Provide mail box for employees' personal letters

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

TRANSPORTATION AND COMMUNICATION

15. Provide well-maintained vehicles for official travels of employees

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

16. Provide shuttle service for employees

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

17. Provide communication facilities such as telephone, bulletin board, computer, fax machine, etc.

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

HEALTH AND SANITATION

18. Provide an adequate supply of cold, safe drinking water in all workplaces

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

19. Provide separate, regularly cleaned and hygienic comfort rooms for men and women

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

20. Provide medical/dental clinic with competent staff

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

21. Provide first-aid facilities for regional and field offices and train qualified first-aiders

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

22. Provide free annual physical examination

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

23. Provide a sanitary employees' canteen that gives quality food and service

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

24. Establish/implement an agency physical fitness program including the provision of sports/recreational facilities

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

25. Ensure proper waste disposal

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

26. Provide smoking areas in all workplaces

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

SECURITY AND SAFETY

27. Provide accident and hazard insurance coverage for employees

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

28. Provide enough fire extinguishers within easy reach and be sure employees know how to use them

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

29. Provide fire exits for employees and institute fire prevention measures in all workplaces

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

30. Institutionalize calamity task force

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

31. Provide safety devices and outfits for employees

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

32. Build perimeter fence for security of office building

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

HUMAN RESOURCE DEVELOPMENT

33. Develop/implement a career development plan for employees

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

34. Provide subsidized agency educational program

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

35. Provide HRD facilities such as training room and audio-visual center

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

36. Implement management training program on unionism, value formation and skills development

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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Target date/period:

_____

37. Provide opportunities for employees' social development through office outing or excursion, periodic socials, choral/dance group and team building

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

38. Develop/implement annual incentive and awards system

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

RECRUITMENT, PROMOTION AND PLACEMENT

39. Ensure strict adherence to the recruitment, promotion and placement policies under existing laws, rules and regulations

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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Target date/period:

_____

40. Adopt/implement fair promotion system based on agency MPP and CSC regulations

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

41. Consider the employment of qualified next-of-kin /direct dependents of deceased employees

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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Target date/period:

_____

42. Minimize hiring of manpower beyond the budget of LGUs

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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Target date/period:

_____

UNION MATTERS

43. Allow employees' representation in policy-making bodies, management created committees and special committees in the LGUs per Local Government Code

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

44. Create and implement a Labor-Management Committee in the agency

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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Target date/period:

_____

45. Provide office space for employees' association including office equipment and facilities

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
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Target date/period:

_____

46. Grant union leave to employees' association

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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Target date/period:

_____

47. Provide use/access of office equipment and transportation facilities to employees' association

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

48. Provide union with a bulletin board

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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Target date/period:

_____

49. Support union economic activity such as union cooperative

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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Target date/period:

_____

LEAVE PRIVILEGES

50. Provide employees with the following leave benefits (non-cumulative):

a. paternity leave
b. funeral/mourning leave
c. graduation leave
d. enrollment leave
e. wedding/anniversary leave
f. birthday leave
g. hospitalization leave
h. accident leave
i. relocation leave

Are these already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

OVERTIME SERVICES

51. Provide leave credits or compensatory day-off in lieu of overtime services rendered without pay

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

52. Provide one extra day-off for every 4-day official travel

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

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Target date/period:

_____

WORKING HOURS

53. Implement sliding flexible working hours but limited only to 5 times a month

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

54. Allow fifteen minutes grace period before an employee is considered tardy

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

_____

Target date/period:

_____

WORK ASSIGNMENT

55. Provide lighter work assignment for pregnant women -- in terms of physical exertion

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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Target date/period:

_____

56. Institutionalize periodic consultation between the union and the HRD department of an agency on the schematic implementation of work assignment

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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Target date/period:

_____

EMPLOYER-MANAGEMENT RELATIONS

57. Institutionalize consultation of employees through the union on policy changes

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

58. Institutionalize proper dissemination of office communications to all employees

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
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Target date/period:

_____

59. Establish/implement the Grievance Machinery

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

60. Institutionalize transparency in all office transactions

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

OTHER WELFARE BENEFITS

61. Provide housing program for employees

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

_____
_____
_____

Target date/period:

_____

63. Provide subsidy for employees' housing loan equity

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

64. Provide employees' quarters for transient employees

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

65. Provide day care center for children of employees

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____
_____

Target date/period:

_____

66. Provide breastfeeding room for nursing mothers

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

67. Provide employees' lounge

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

68. Coordinate the conduct of family planning/responsible parenthood seminar

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

69. Establish provident fund for employees

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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_____

Target date/period:

_____

70. Reinforce the implementation of EQUADS

Is this already being implemented in your Agency?

[ ] YES [ ] NO [ ] PRIORITY

Measures for improvement/ implementation:

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Target date/period:

_____