

Applicable Labor Laws and Regulations	Check if compliant
<b>PD 442, also known as the Labor Code of the Philippines, as amended</b>	
Minimum Wage	
Basic Wage	
Cost of Living Allowance (COLA), if applicable	
Prescribed piece rate	
Two-tiered compensation scheme	
Hours of work for driver and conductor (maximum hours of work shall not exceed twelve (12) hours in any 24-hour period, Sec. 3, DO 118-12)	
Meal Period (not less than one-hour time-off for regular meals, which is not compensable. Shorter meal period of not less than 20 minutes may be given provided that it is credited as compensable hours of work and subject to certain conditions.)	
Weekly Rest Periods (not less than 24 consecutive hours after every six (6) consecutive normal workdays)	
Overtime Pay (additional 25% of hourly rate for work performed on ordinary day; additional 30% for rest day, special or regular holiday)	
Regular Holiday Pay (with pay even if unworked; work on regular holiday shall be paid additional 100% of daily rate; work on regular holiday falling on employee rest day shall be paid 200% plus 30% thereof)	
Premium Pay for Special Day (no work no pay; work on special days shall be paid regular wage plus at least 30%; special day work falling on employee's scheduled rest day shall be paid additional 50% of daily rate)	
Premium Pay for Rest Day (additional 30% of daily rate for work performed on rest days; additional 50% for work performed on a rest day which is also a special day; additional 30% of the regular holiday rate of 200%)	
Night Shift Differential pay (not less than 10% of regular wage for each hour of work performed between 10pm - 6am)	
Service Incentive Leave pay (five days with pay per year for those with at least one year of service; commutable to its money equivalent if not used within one year)	
Separation Pay (where termination is due to authorized causes-Art. 283 & 284 of LCP)	
Service Charge (collected by most hotels, restaurants and similar establishments. 85% shall be distributed equally among the rank-and file employees and 15% for management to answer for losses and breakages and for distribution to managerial employees at the discretion of management.)	
Records Keeping (Employment records e.g. payrolls, DTR kept at workplace for at least 3 yrs.)	
Time of Payment of Wages (wages shall be paid not less than once every 2 weeks or twice a month at intervals not exceeding 16 days)	

<b>13th Month Pay (P.D. 851)</b> (not less than 1/12 of total basic salary earned within calendar year. Does not include COLA and other benefits not integrated as part of basic salary. To be paid not later than 24 December of each year.)	
<b>Maternity Leave (R.A. 8282)</b> (60 days for normal delivery/ 78 days for caesarian section; benefit for first 4 deliveries, abortion/miscarriage)	
<b>Paternity Leave (R.A. 8187)</b> (seven days with pay including allowance for the first 4 deliveries; not convertible to cash)	
<b>Solo Parent Leave (R.A. 8972)</b> (not more than 7 working days every year)	
<b>Leave for Victims of Violence Against Women and their Children (R.A. 9262)</b> (10 days with full pay)	
<b>Special Leave for Women (R.A. 9710 and D.O. No. 112-11)</b> (2 months of leave with full pay based on her gross monthly compensation due to gynecological disorder surgery)	
<b>Retirement Pay (R.A. 7641/R.A. 8558)</b> (distinct and separate from SSS benefits) Optional - age 60 but not more than 65 & 5 years of service, Compulsory - age 65 & 5 years of service	
<b>Social Security Act of 1997 (R.A.8282 as amended)</b> Registration and Remittance	
<b>Home Development Mutual Fund Law of 2009 (R.A. 9679 as amended)</b> Registration and Remittance	
<b>National Health Insurance Act of 1995 (R.A. 7875 as amended by R.A. 9241)</b> Registration and Remittance	
<b>Expanded Breastfeeding Promotion Act of 2009 (R.A. 10028)</b> Lactation Station/ Lactation Break	
<b>Anti-Sexual Harassment Law (R.A. 7877)</b>	
<b>Rationalizing the Implementation of Family Welfare Program (D.O. No. 56-03)</b> Family Welfare Program and Family Welfare Committee (mandatory in establishments employing 200 & above workers)	
<b>Alien Employment Permit (D.O. No. 12, series of 2001)</b>	
<b>Child Labor Law (R. A. 9231)</b> Work Permit, employable age, work hours, hazardous works	
<b>Rules Implementing Articles 106 to 109 of the Labor Code (D.O. No. 174, series of 2017)</b>	
<b>Flexible Work Arrangements (Dept. Advisory No. 2, Series of 2009)</b>	
<b>Social Amelioration Program (R.A. 6982)</b>	
<b>Guidelines in the Implementation of the Kasanayan at Hanapbuhay Program (An Apprenticeship and Employment Program) (D.O. No.68-04)</b> Apprenticeship/ Learnership Program duly approved by TESDA	
<b>PWD (Persons with Disability) Accessibility as stipulated in IRR of BP 344 and R.A. 7277</b>	
<b>Provisions for Night Workers (R.A. 10151/ D.O. 119-12)</b> on Health Assessment, Mandatory Facilities, etc.	
<b>Occupational Safety and Health Standards (OSHS, as amended)</b>	
<b>Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs (D.O. No. 53-03)</b>	
<b>Guidelines for the Implementation of HIV and AIDS Prevention and Control in the Workplace Program (D.O. No. 102-10)</b>	

<b>Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B (Dept. Advisory No. 05, series of 2010)</b>	
<b>Guidelines for the Implementation of Policy and Program on Tuberculosis Prevention and Control in the Workplace (D.O. No. 73-05)</b>	
<b>Safety and Health Measures for Workers who, by the Nature of their Work, Have to Spend Long Hours Sitting (D.O. No. 184, s.2017)</b>	
<b>Guidelines Governing the Employment and Working Conditions of Health Personnel in the Private Healthcare Industry (D.O. No. 182, s.2017)</b>	
<b>Implementing Rules and Regulations on Republic Act No. 10911 Otherwise Known as the “Anti-Age Discrimination in Employment Act” (D.O. No. 170, s.2017)</b>	
<b>Revised Guidelines Governing the Employment and Working Conditions of Security Guards and Other Private Security Personnel in the Private Security Industry (D.O. No. 150, s.2016)</b>	
<b>Implementing Rules of Book V of the Labor Code of the Philippines, as amended (D.O. No. 40-03)</b>	
<b>Revised POEA Rules and Regulations Governing the Recruitment and Employment of Land-based Overseas Filipino Workers of 2016</b>	
<b>Revised POEA Rules and Regulations Governing the Recruitment and Employment of Seafarers of 2016</b>	
<b>Compliance with the Maritime Labour Convention of 2006</b>	
<b>Omnibus IRR of RA 8042 as amended by RA 10022</b>	
<b>R.A. No. 9422 - Strengthening the Regulatory Functions of the POEA</b>	
<b>Migrant Workers Act of 1995 (R.A. 8042)</b>	
<b>Guidelines on Insurance Coverage under Rule XVI of the Omnibus Rules and Regulations Implementing Republic Act 8042 (The Migrant Workers and Overseas Filipinos Act Of 1995), as amended by Republic Act 10022 relative to Compulsory Insurance Coverage for Agency-Hired Overseas Filipino Workers</b>	
<b>Implementing Rules and Regulations of Republic Act No. 10706 Otherwise Known as the “Seafarers Protection Act” (D.O. No. 153, s.2016)</b>	