



OFFICE OF THE AUDITOR  
CEZA  
RECEIVED BY *Mayet*  
DATE / TIME: *2/5/18 8:50am*

ADMINISTRATIVE ORDER NO. 18-004  
Series of 2018

**SUBJECT : REVISED GUIDELINES FOR HIRING OF EMPLOYEES BY LOCATORS/INVESTORS AND OTHER CONTRACTORS THROUGH THE CAGAYAN ECONOMIC ZONE AUTHORITY (CEZA)**

Pursuant to the provisions of the Declared Policy of Republic Act No. 7922, otherwise known as the “Cagayan Special Economic Zone Act of 1995” the following guidelines are hereby prescribed for the guidance and compliance of all locators, contractors, investors and other concerned in hiring of employees within the Zone.

**ARTICLE I – PROCEDURAL GUIDELINES**

**Section 1. Orientation of Locators.** For this purpose, orientation shall refer to the briefing of the locators/investors/contractors/sub-contractors (new or existing) by the CEZA Labor Center on the updated guidelines, procedures and process of any labor – related matters.

The locators are requested to assign their liaison officer for Labor- related matters.

**Section 2. Registration of Applicants.** Pursuant to Section 152, of the Implementing Rules and Regulations of the Republic Act No. 7922. all persons seeking employment within the CSEZFP must first register and secure clearance from the CEZA.

All applicants who seek employment within the Zone must submit duly-accomplished Manpower Registry Form (MRF). Pro-Forma is attached as Annex “A” of these guidelines.

**Section 3. Request for Recruitment Assistance To Fill-Up Job Vacancies.** An investor/locator/contractor shall address a formal request to CEZA by filling up the Recruitment Assistance Form (RAF). Pro-forma of Recruitment Assistance Form is attached as Annex “B” of these guidelines.

CEZA must be prepared to immediately address the manpower requirements of the investors, locators and other contractors in order to hasten smooth commencement and operation of company. To carry out this responsibility, the CEZA shall do the following:

- a. Determine the skills available and maintain a database and profile of the manpower pool in Santa Ana and nearby towns;
- b. Determine manpower needs of incoming CEZA investors/locators, which can be accomplished through direct coordination with the concerned investor/locator; and
- c. Conduct a recruitment assistance activity on a monthly basis.

**Section 4. Evaluation of the Assistance Request.** The CEZA Labor Center must evaluate if the request for manpower of the locator/ investor is for a foreign national that has a highly technical skill set. (Please refer to Section 11 of this Revised Guidelines)

**Section 5. Checking of Available Manpower.** The CEZA Labor Center, upon receiving the request for manpower, will check for the availability of qualified applicants from the CEZA LEPO Database.

If there are no available qualified applicants found in the CEZA LEPO Database, the Labor Center will post a notice of job vacancies through the following:

- a. Srs.philjobnet.ph or the Public Employment Information System (PEIS) or any updated system by the Department of Labor and Employment (DOLE).
- b. CEZA Website, CEZA Santa Ana Bulletin Board, Santa Ana Municipal Hall, Santa Ana Barangay Hall, Schools, and Social Media thru the Cagayan Public Employment Service Office (CAPESO) Group on Facebook for at least (5) five working days.

**Section 6. Direct Hiring Defined.** Direct hiring, for this purpose, shall refer to the employment/hiring of job-seekers/applicants (whether currently employed by other companies within the CSEZFP or not) to any position by the locator/ investor/ enterprise/ contractor/ subcontractor without going through the CEZA Labor Center processing.

The rationale behind this policy is that the CEZA Labor Center, as established by CEZA, has the authority to assist the investors/ locators/ enterprises in sourcing their employment/ manpower requirements. To effectively carry out the task, the CEZA Labor Center discourages each and every investor/ locator/ enterprise/ contractor to resort to direct hiring. This policy shall include all investors/ locators/ enterprises/ contractors/ subcontractors operating within the Freeport Zone.

For this purpose, the CEZA Labor Center may allow direct hiring only in the following instances:

1. When an investor/ locator/ enterprise sought the help of the CEZA Labor Center in finding qualified applicant(s) for a certain position and the latter did not and cannot provide qualified applicant(s) for the following reasons:
  - a. No qualified applicant(s) in the CEZA LEPO Database;
  - b. No qualified applicant(s) responded to the job vacancies opened by the CEZA Labor Center via posting online, around Santa Ana, and in Cagayan;
  - c. After all diligent efforts made by the CEZA Labor Center in finding qualified applicant(s), but to no avail.

In this regard, the CEZA Labor Center will notify the locator that they can proceed to direct hire/ source/ recruit applicant/s: provided, that the applicants they will to employ must first register with the Labor Office.

**Section 7. Job Fair.** For this purpose, a Job Fair shall refer to the free-for-all recruitment/ employment of applicants/ job seekers via campus- sponsored, commercial/ professional and community recruitment/ employment affair.

The investor/ locator/ enterprise may engage themselves in job fairs provided that a prior notice to the CEZA Labor Center has been made: provided further, that representative(s) from the CEZA Labor Center must be present during the conduct of the Job Fair.

**Section 8. Endorsement of Applicants.** If there are qualified applicants in the database, or qualified applicants who responded to the job postings, or qualified applicants from the conduct of job recruitment assistance activity, the CEZA Labor Center shall submit a copy of the qualified applicant's manpower registration form to the requesting investor/ locator/ enterprise/ contractor.

The investor/ locator/ enterprise/ contractor must inform the labor office if they need more applicants aside from the applicants that was endorsed by the CEZA Labor Center.

The investor/ locator/ enterprise/ contractor must also inform the CEZA Labor Center of the applicants who failed the initial screening due to lack of training or experience. (Please refer to Section 12 of this Revised Guidelines)

**Section 9. Interviews and Selection of Applicants.** Interviews, testing and selection of qualified personnel shall be in the sole discretion of the investor/locator. CEZA Labor Center, however, must ensure that the applicants pass the basic qualification requirements as set by the investor/ locator, such as but not limited to: educational attainment, work experience, age, gender requirement, etc.

**Section 10. Employee Tracking System.** All investors/ locators must provide CEZA with monthly report of employees' status, which shall include the list of hired employees and employees deleted from their currently on-board personnel to keep track of the exact number of employees of a particular enterprise in the Zone at any given time. Pro-forma of the Investors Employment Report Form is attached as Annex "C" of these guidelines.

**Section 11. Compliance with the Philippine Labor Code.** CEZA shall monitor enterprises'/ contractors' compliance with the labor standards of the Philippines to protect the employees of the Zone. Attached as Annex "D" are the Salient Provisions of the Philippine Labor Code on Labor Standards.

The CEZA Labor Center, together with the representatives from the Department of Labor and Employment Region 2 (DOLE R02) shall conduct compliance inspections at least once a month, to assure full compliance.

**Section 12. Issuance of Certificate of Non- Availability (CNA).** Pursuant to Section 156, of the Implementing Rules and Regulations of the Republic Act No. 7922, a CEZA Enterprise desiring to employ a foreign national must secure the issuance of a Certificate of Non-Availability (CNA) from the Office of the Senior Deputy Administrator through the recommending approval of the CEZA Labor Center.

The Certificate of Non-Availability will be issued to the locators provided that no Filipino citizen is qualified for the highly technical skilled position.

**Guidelines in Securing a Certificate of Non- Availability (CNA)**

1. The investor/ locator/ enterprise/ contractor must submit a duly accomplished Recruitment Assistance Form (RAF).
2. Upon receiving the RAF, the CEZA Labor Center must evaluate the RAF if it requires a highly technical skilled foreign national.
3. If so, the Labor Center will initial the CNA to be forwarded to the Office of the Senior Deputy Administrator for his approval.
4. Upon receiving the signed CNA, the Labor Center must notify the requesting investor/ locator/ enterprise/ contractor for the releasing of the certificate.

Upon the issuance of the CNA, the locators must apply for a Cagayan Economic Zone Authority Working Visa (CWV) for their foreign direct hires with the Visa Processing Department. No CWV will be issued without a valid CNA from the CEZA Labor Center.

**Section 13. Training and Development of Manpower.** CEZA shall ensure that present and future employment requirements and standards of investors are met. CEZA Labor Center, shall design and implement training strategies for the purpose of employee development. CEZA Labor Center shall collaborate with different government agencies and the private sector in conducting training and development activities.

The CEZA Labor Center shall annually conduct a Training Needs Analysis of all locators to formulate and design training programs and activities fit for the workforce in the Zone. Attached in Annex "E" is the Training Needs Analysis Form of these guidelines.

**Section 14. Labor, Employment and Productivity Section.** CEZA shall form a Labor, Employment and Productivity Section (LEPS) which shall implement and oversee these guidelines.

## ARTICLE II- EFFECTIVITY

**Section 15. Effectivity.** This Administrative Order shall take effect on 1 January 2018 and shall be published in at least one (1) newspaper of general circulation upon signing.



SEC. RAUL L. LAMBINO

Administrator and Chief Executive Officer



Note: Please type or print legibly. This Form is not for sale.

**POSITION DESIRED** : \_\_\_\_\_

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Sex: \_\_\_ Civil Status \_\_\_\_\_  
 Religion: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Language spoken: \_\_\_\_\_  
 Tel/CPNo. \_\_\_\_\_ Email Address: \_\_\_\_\_

**ELIGIBILITIES:**

CSC/Board/Bar, others under special laws	Rating	Date of Exam	License Number

**EDUCATIONAL BACKGROUND:**

Level	Name & Address of School	Degree/Course	Year Graduated/ Year Last Attended	Honors Received
Graduate Studies				
College				
Vocational				
Secondary				
Primary				

**SKILLS/ COMPETENCIES (Indicate specific skills acquired through training or work experience.)**

Trade/ Occupation	Specialization/ Expertise	Years of Experience	Machine/ Equipment Used

**WORK EXPERIENCES (Start with the most recent one):**

Inclusive Dates	Position	Name of Agency/Company

\*Use separate sheet if necessary

I hereby certify that the information herein given by me are complete, true and correct.

\_\_\_\_\_  
Signature of Applicant

Date:



**ACTIONS TAKEN BY COMPANY'S AUTHORIZED REPRESENTATIVE:**

**(To be accomplish by the Company's HRD)**

<b>Name of Applicant:</b>
<b>Position Desired:</b>
<b>Date of Birth:</b>

<input type="checkbox"/> <b>ACCEPTED</b>	<b>REMARKS:</b>
<input type="checkbox"/> <b>NOT ACCEPTED</b>	
<b>AUTHORIZED REPRESENTATIVE NAME, DATE AND SIGNATURE</b>	

**\*This Form must be filled-up by the Company's HRD and must be submitted back to the CEZA Labor Center.**



Company Name:

CSEZFP Enterprise No.

Address:

Date:

Authorized Representative:

Signature:

Control No. :

MANPOWER REQUIREMENT:

Local  Foreign

Position:	No. of Personnel to be hired:
Qualifications	Duties and Functions

Use another sheet for more position

Deadline for Submission of Roster of Pre-qualified applicants: \_\_\_\_\_

Job Interview Date: \_\_\_\_\_ to \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Job Interview Venue: \_\_\_\_\_

DOCUMENTS REQUIRED FROM APPLICANTS

1	6
2	7
3	8
4	9
5	10

Processed by: \_\_\_\_\_  
CEZA-LEPO OFFICER



**COMPANY NEEDS ANALYSIS (CoNA)**

COMPANY NAME:

CSEZFP ENTERPRISE NO.:

SKILLS NEEDED	WHEN NEEDED?	NUMBER REQUIRED	REMARKS

CoNA DONE BY:

SIGNATURE: \_\_\_\_\_

NAME OF RESPONDENT: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_







VI. GENERAL LABOR STANDARDS

COMPLIANCE GUIDE

Applicable Labor Standards	Retail and Service Establishments		Non- Agriculture
	Employing 1-5 Workers	Employing 1-9 Workers	
Minimum Wage	✓	✓	✓
Holiday pay	N/A	N/A	✓
Premium pay	✓	✓	✓
Overtime pay	✓	✓	✓
Night Shift pay	N/A	✓	✓
Service charge	✓	✓	✓
Service incentive leave	N/A	N/A	✓
Maternity leave	✓	✓	✓
Paternity leave	✓	✓	✓
Parental leave	✓	✓	✓
Leave for VAWC	✓	✓	✓
Special leave for women	✓	✓	✓
13 <sup>th</sup> month pay	✓	✓	✓
Separation pay	✓	✓	✓
Retirement pay	N/A	N/A	✓
ECC benefits	✓	✓	✓
Phil health benefits	✓	✓	✓
SSS benefits	✓	✓	✓
Pag-IBIG benefits	✓	✓	✓

\* Reference: DOLE's Handbook Workers' Statutory Monetary Benefits

## DEFINITION OF TERMS

### A. MINIMUM WAGE

Republic Act No. 6727 (also known as the "Wage Rationalization Act") mandates the fixing of the minimum wages applicable to different industrial sectors, namely, non-agriculture, agriculture plantation, and non-plantation, cottage/handicraft, and retail/service, depending on the number of workers or capitalization or annual gross sales in some sectors.

### B. HOLIDAY PAY

Holiday pay refers to the payment of the regular daily wage for any unworked regular holiday.

### C. PREMIUM PAY

Premium pay refers to the additional compensation for work performed within eight (8) hours on non-work days, such as rest days and special days.

### D. OVERTIME PAY

Overtime pay refers to the additional compensation for work performed beyond eight (8) hours a day.

### E. NIGHT SHIFT DIFFERENTIAL

Night Shift Differential (NSD) refers to the additional compensation often percent (10%) of an employee's regular wage for each hour of work performed between 10 p.m. and 6 a.m.

### F. SERVICE CHARGES

#### F.1. Sharing

All rank-and-file employees of employers collecting service charges are entitled to an equal share in the eighty-five percent (85%) of the total of such charges. The remaining fifteen percent (15%) of the charges maybe retained by management to answer for losses and breakages and for distribution to managerial employees, at the discretion of the management in the latter case. Service charges are collected by most hotels and some restaurants, nightclubs, cocktail lounges, among others.

#### F.2. Payments

The shares of the employees in the service charges shall be distributed to them once every two (2) weeks or twice a month at intervals not exceeding sixteen (16) days. Where the company stopped collecting service charges, the average share previously enjoyed by the employees for the past twelve (12) months immediately preceding such stoppage shall be integrated into their basic wages.

### F.3. Tips

Where a restaurant or similar establishment does not collect service charges but has a practice or policy of monitoring and pooling tips given voluntarily by its customers to its employees, the pooled tips should be monitored, accounted, and distributed in the same manner as the service charges.

## G. SERVICE INCENTIVE LEAVE

### G.1. Coverage

Every employee who has rendered at least one (1) year of service is entitled to Service Incentive Leave (SIL) of five (5) days with pay.

## H. MATERNITY LEAVE

### H.1 Coverage

This benefit applies to all female employees, whether married or unmarried.

## I. PATERNITY LEAVE

### I.1 Coverage

Paternity Leave is granted to all married male employees in the private sector, regardless of their employment status (e.g., probationary, regular, contractual, project basis). The purpose of this benefit is to allow the husband to lend support to his wife during her period of recovery and/or in nursing her newborn child. Government employees are also entitled to the paternity leave benefit. They shall be governed by the Civil Service rules.

## J. PARENTAL LEAVE FOR SOLO PARENTS

### J.1 Coverage

Parental leave for solo parents is granted to any solo parent or individual who is left alone with the responsibility of parenthood due to:

1. Giving birth as a result of rape or, as used by the law, other crimes against chastity;
2. Death of spouse;
3. Spouse is detained or is serving sentence for a criminal conviction for at least one (1) year;
4. Physical and/or mental incapacity of spouse as certified by a public medical practitioner;
5. Legal separation or de facto separation from spouse for at least one (1) year: Provided that he/she is entrusted with the custody of the children;
6. Declaration of nullity or annulment of marriage as decreed by a court or by a church: Provided, that he/she is entrusted with the custody of the children;
7. Abandonment of spouse for at least one (1) year;

8. Unmarried father/mother who has preferred to keep and rear his/her child/children, instead of having others care for them or give them up to a welfare institution;

9. Any other person who solely provides parental care and support to a child or children: Provided, that he/she is duly licensed as a foster parent by the Department of Social Welfare and Development (DSWD) or duly appointed legal guardian by the court; and

10. Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance, or prolonged absence of the parents or solo parent: Provided, that such abandonment, disappearance, or prolonged absence lasts for at least one (1) year.

#### K. LEAVE FOR VICTIMS OF VIOLENCE AGAINST WOMEN AND THEIR CHILDREN

“Violence against women and their children,” as used in Republic Act 9262 (the “Anti-Violence Against Women and Their Children Act of 2004”), “refers to any act or a series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which will result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.”

#### L. SPECIAL LEAVE FOR WOMEN

##### L.1. Coverage

Any female employee regardless of age and civil status shall be entitled to a special leave benefit under such terms and conditions provided herein.

#### M. THIRTEENTH- MONTH PAY

##### M.1 Coverage

All employers are required to pay their rank and file employees thirteenth-month pay, regardless of the nature of their employment and irrespective of the methods by which their wages are paid, provided they worked for at least one (1) month during a calendar year. The thirteenth-month pay should be given to the employees not later than December 24 of every year.

#### N. SEPARATION PAY

Separation pay is given to employees in instances covered by Articles 298 and 299 (formerly Articles 283 and 284) of the Labor Code of the Philippines. An employee's entitlement to separation pay depends on the reason or ground for the termination of his or her services. An employee may be terminated for just cause (i.e., gross and habitual neglect of duty, fraud, or commission of a crime), and other similar causes as enumerated under Article 297 (formerly Article 282) of the Labor Code and, generally, may not be entitled to separation pay. On the other hand, where the termination is for authorized causes, separation pay is due.

## O. RETIREMENT PAY

### O.1 Coverage

1. Employees shall be retired upon reaching the age of sixty (60) years or more but not beyond sixty-five (65) years old [and have served the establishment for at least five (5) years].

2. This benefit applies to all employees except:

1) Government employees;

2) Employees of retail, service and agricultural establishments/operations regularly employing not more than ten (10) employees.

## P. BENEFITS UNDER THE EMPLOYEES' COMPENSATION PROGRAM

### P.1. the Employees' Compensation Program

The Employees' Compensation Program (ECP) is a government program designed to provide a compensation package to public and private sector employees or their dependents in the event of work-related sickness, injury, disability, or death.

## Q. PHILHEALTH BENEFITS

### Q.1. the National Health Insurance Program

The National Health Insurance Program (NHIP), formerly known as Medicare, is a health insurance program for SSS members and their dependents whereby the healthy subsidize the sick who may find themselves in need of financial assistance when they get hospitalized. The Philippine Health Insurance Corporation or Phil Health is the mandated administrator of the Medicare program (now known as NHIP) under the National Health Insurance Act of 1995 (Republic Act 7875).

## R. SOCIAL SECURITY BENEFITS

### R.1. the Social Security Program

The Social Security Program provides a package of benefits in the event of death, disability, sickness, maternity, and old age. Basically, the Social Security System (SSS) provides for a replacement of income lost on account of the aforementioned contingencies.

## S. PAG-IBIG BENEFITS

### S.1. the Home Development Mutual Fund (HDMF)

The Home Development Mutual Fund, otherwise known as Pag-IBIG (Pagtutulungan sa kinabukasan: Ikaw, Bangko, Industriya at Gobyerno) Fund is a mutual provident savings system for private and government employees and other earning groups, supported by matching mandatory contributions of their respective employers with housing as the primary investment.

\* FOR FULL REFERENCE YOU MAY VISIT [WWW.DOLE.GOV.PH](http://WWW.DOLE.GOV.PH)

TAKE NOTE:

I. WAGES

- The current minimum wage rate in Region 2 is Php 340.00/day. (Please visit the CEZA Labor Center or the Department of Labor and Employment Region 2 for any updates regarding the wage order.)
- All minimum wage earners in the private sector are covered by wage orders, regardless of their position, designation or status of employment and irrespective of the method by which their wages are paid.
- Excluded from the coverage of the minimum wage law are the following:
  1. Household or Domestic Helpers;
  2. Persons employed in the personal service of another;
  3. Workers of registered Barangay Micro Business Establishments (BMBEs)
- Basis for computing the minimum wage on the normal working hours shall not exceed eight (8) hours of work a day.
- The basis for entitlement to COLA is whether or not a worker is paid the basic pay. Accordingly, a worker who is not paid the basic pay is not entitled to the COLA.
- The transfer of personnel to areas outside the NCR shall not be a valid ground for the reduction of the wage rates being enjoyed by the workers prior to such transfer. The workers transferred to the National Capital Region shall be entitled to the minimum wage rate applicable therein.
- The minimum wage for workers who, by the nature of their work have to travel, shall be those applicable in the domicile or head office of the employer. The minimum wage rates of workers working in branches or agencies of establishments in or outside the NCR shall be those applicable in the place where they are stationed.
- Exemptions from wage order are allowed: Provided, that the wage order expressly provides for exemption. The following exemptible categories: (NWPC Amended Rules on Exemption)
  1. Distressed establishments;
  2. New Business Enterprise;
  3. Retail/Service establishments regularly employing not more than ten (10) workers; and
  4. Establishments adversely affected by natural calamities
- The maximum duration of exemption is one (1) year from effectivity of the wage order.

- All workers paid by result, including those who are paid on piece work, “takay”, or task bases, shall be entitled to receive not less than the prescribed daily minimum wage or a proportion thereof for working less than eight (8) hours.
- Minimum wage earners shall be exempt from payment of income tax. (Sec.2(2) of RA 9504 National Internal Revenue Code)
- The tax exemption on minimum wage covers holiday pay, overtime pay, night shift differential, and hazard pay, if any. (RA 9504 and BIR Revenue Memorandum Circular No. 23-2011)

## II. WAGE- RELATED BENEFITS

- Eight (8) hours is the normal work hours in a day.
- 60 minutes or 1 hour time-off for regular meals should be provide by the employer. It is non- compensable.
- A rest day of 24 consecutive hours or 1 day for every 6 days of work should be scheduled by the employer upon consultation with the workers.
- There are 12 regular holidays under Executive Order No. 292 as amended by RA 9849:

New Year’s Day	January 1
Maundy Thursday	Movable Date
Good Friday	Movable Date
Araw ng Kagitingan	April 9
Labor Day	May 1
Independence Day	June 12
National Heroes’ Day	Last Monday of August
Eid’l Fitr	Movable Date
Eid’l Adha	Movable Date
Bonifacion Day	November 30
Christmas Day	December 25
Rizal Day	December 30

- The condition so that an employee will be entitled to holiday pay:
  1. He/ She should be present on the workday immediately preceding the regular holiday;

2. He/ She should be on leave of absence with pay on the day immediately preceding the regular holiday.

- The holiday pay of an employee for any unworked regular holiday, 100% of the employees daily wage rate.
- For work performed on a regular holiday, plus 100% or a total of 200% of the employee's daily wage rate.
- Premium pay refers to the additional payment for work within 8 hours on rest days or special days.
- Plus 30% of the daily basic rate or a total of 130% for work performed on rest day or special day.
- Plus 50% of the daily basic rate or a total of 150% for work performed on a special day falling on the employee's rest day.
- Plus 30% of the daily basic rate or a total of 260% for work performed on a regular holiday falling on the employee's rest day.
- Overtime pay refers to the additional pay for work performed in excess of 8 hours a day.
- Plus 25% of the hourly rate for work performed in excess of 8 hours on ordinary day.
- Plus 30% of the hourly rate for work performed in excess of 8 hours on rest day special day or regular holiday.
- Night shift differential refers to the additional compensation for work performed from 10:00 o'clock in the evening to 6:00 o'clock in the morning.
- Plus 10% of the hourly rate for work between 10:00 o'clock in the evening and 6:00 o'clock in the morning.
- Leave benefits that an employee is entitled to under existing laws:
  1. 5 days service incentive leave with pay for employee who has rendered at least 1 year of service. (Article 95 of the Labor Code, as amended)
  2. Maternity Leave of 60 days for normal delivery and 78 days for caesarian section delivery for every pregnant employee in the private sector, whether married or unmarried. A female employee should be an SSS member and must have paid at least 3 monthly contributions within the 12-month period. (RA 1161, as amended by RA 8282)
  3. 7 days Paternity Leave for all married male employees in the private sector regardless of status of employment. The purpose of this benefit is to allow the husband to lend support to his wife during her period of recovery and/or in nursing her newborn child. (RA 8187)

Conditions for entitlement:

1. He is an employee at the time of the delivery of his child;
  2. He is cohabiting with his spouse at the time that she gives birth or suffers a miscarriage;
  3. He has applied for paternity leave with his employer within a reasonable period of time; and
  4. His wife has given birth or suffered a miscarriage.
- 7 days Solo Parent Leave is granted to a solo parent to enable him/her to perform parental duties and responsibilities where physical presence is required. (RA 8972)

Conditions for entitlement:

1. He/she has rendered at least 1 year of service, whether continuous or broken;
  2. He/she has notified his/her employer that he/she will avail himself/herself of it, within a reasonable period of time; and
  3. He/she has presented to his/her employer a Solo Parent Identification Card, which may be obtained from the DSWD office of the city or municipality where he/she resides.
- 10 days Leave for Victims of Violence against Women and their Children (VAWC) is granted to women employees who are victims of physical, sexual, psychological harm or suffering, or economic abuse. The leave benefit shall cover the days that the woman employee has to attend to medical and legal concerns. (RA 9262)

Conditions for entitlement:

1. The victim woman employee should present to her employer a certification from the barangay chairman (Punong Barangay) or barangay councilor (Barangay Kagawad) or prosecutor or the Clerk of Court that an action relative to the matter is pending.
- Special Leave for Women of 2 months with full pay who have rendered continuous aggregate employment service of 6 months for the last 12 months, following surgery caused by gynecological disorders. (RA 9710)
  - Service charges refer to the amount collected by hotels, restaurants and similar establishments.
  - 85% of the total of service charges shall be given to all rank-and-file employees and 15% may be retained by management to answer for losses and breakages and for distribution to managerial employees.
  - The distribution of service charges shall be distributed once every 2 weeks or twice a month at intervals not exceeding 16 days.
  - The amount of 13th month pay shall at least be 1/12 of the total basic salary earned for the year by any rank-and-file employee. It should be given to the employees not later than December 24 of every year.

- Retirement pay is the amount given an employee who has reached the age of 60 years for optional retirement and 65 years old for compulsory and who has served the company for at least 5 years in the service.
  - Retirement benefit compute as  $\text{Minimum retirement pay} = 22.5 \text{ days} \times \text{daily rate} \times \text{number of years of service}$
- \* For questions or queries, you may visit the CEZA Labor Center at the LEPS CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan, Philippines 3514. Or you may also visit the Department of Labor and Employment Region 2 (DOLE R02) at the Regional Government Center, Carig Sur, Tuguegarao City, Cagayan, Philippines 3500

DIRECTORY OF OFFICES

	CONTACT NUMBERS	EMAIL ADDRESS
<b>CEZA MANAGEMENT OFFICES</b>		
Office of the Administrator and CEO	636-5776	info@ceza.gov.ph
Office of the Senior Deputy Administrator	747-7561	info@ceza.gov.ph
Office of the Deputy Administrator for Operations	636-5778	info@ceza.gov.ph
Office of the Deputy Administrator for Administration	636-5780	info@ceza.gov.ph
<b>CEZA ADMINISTRATION OFFICES</b>		
Department Manager for Support Services	636-5780	info@ceza.gov.ph
Department Manager for Planning and MIS	635-2392	info@ceza.gov.ph
Human Resource Division	636-5780	ceza_hrd@yahoo.com
Finance Service Division	687-2466	info@ceza.gov.ph
Legal Office	636-5778	info@ceza.gov.ph
Property/Supply Division	687-2466	info@ceza.gov.ph
MIS Division	636-5776	mis@ceza.gov.ph
<b>CEZA OPERATIONS OFFICES</b>		
Business Development and Marketing Division	635-2392	info@ceza.gov.ph
CWV Section	747-3058	info@ceza.gov.ph
Port Operations Section	(02) 703-7360	info@ceza.gov.ph
Community Services Division	(02) 703-7360	info@ceza.gov.ph
Security and Disaster Division	(02) 703-7360	info@ceza.gov.ph
Labor and Employment Productivity Section	(02) 703-7360	jalepoceza@gmail.com
Industrial and Environmental Safety Division	(02) 703-7360	info@ceza.gov.ph
<b>OTHER OFFICE</b>		
Department of Labor and Employment Region 2 (DOLE R02)	(078) 304-5085	doler02@gmail.com

CAGAYAN ECONOMIC ZONE AUTHORITY

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CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan 3514

**MEMORANDUM**

**FOR** : **SECRETARY RAUL L. LAMBINO**  
**Administrator & CEO**

**SUBJECT** : **CAGAYAN FREEPORT: LOCATORS' LABOR RELATED GUIDE**

**DATE** : **January 31, 2018**

---

Submitting herewith our Cagayan Freeport: Locators' Labor Related Guide. The guide includes the following Administrative Orders:

1. Revised Guidelines for hiring of employees by investors/locators and other contractors through the Cagayan Economic Zone Authority (CEZA); and
2. Revised Guidelines for filing, hearing and resolving of labor related complaints.

This Guide was prepared by our LEPO Officer Mr. Polo Saint Vincent Rodriguez in cooperation with the undersigned. The same was already reviewed by Atty Frederick Fausto Madriaga III and Atty Joy Alameda.

For your approval and signature of the attached Administrative Orders.



**LEONARDO C. CRUZ**  
Special Assistant to ACEO &  
OIC-DA for Administration



**LAURENCE M. UMAYAM**  
Head, Technical Assistant/OIC Sta Ana &  
Tuguegarao Offices

**APPROVED BY:**



**SEC. RAUL L. LAMBINO**  
Administrator & CEO

**MEMORANDUM**

**FOR** : **SECRETARY RAUL L. LAMBINO**  
**Administrator & CEO**

**THRU** : **ATTY BYRON G. SAN PEDRO**  
**Senior Deputy Administrator**

**SUBJECT** : **CAGAYAN FREEPORT: LOCATORS' LABOR RELATED GUIDE**

**DATE** : **January 31, 2018**

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Head, Technical Assistant/OIC Sta Ana &  
Tuguegarao Offices

2018 EDITION

**CAGAYAN FREEPORT**

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**INVESTORS' LABOR- RELATED GUIDE**



**CAGAYAN ECONOMIC ZONE AUTHORITY**

**This Guidebook was produced by the Cagayan Economic Zone Authority  
(CEZA).**

**It is a compilation of all the current pertinent rules, regulations, procedures  
and guidelines for labor related matters as of date of release and therefore  
are subject to review and amendments from time to time by the CEZA.**

**Readers are encouraged to verify with the Labor and Employment  
Productivity Office or the CEZA Management the current and latest  
updates of all the provisions therein.**

**(January 2018)**

**CAGAYAN FREEPORT**

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**INVESTORS' LABOR- RELATED GUIDE**

2018 EDITION

## Introduction

The Cagayan Economic Zone Authority (CEZA) welcomes you to the Cagayan Freeport.

As an investor in this Freeport, you are now part of the vibrant and dynamic business climate at the crossroads of international shipping routes between the West Coast of North America, Far East and Southeast Asia. As a valued member of a thriving business community and foreign investor, you can look forward to fulfilling business experiences and growth opportunities here.

CEZA, as a government owned and controlled corporation (GOCC), is committed to address the high unemployment rate in the Philippines, particularly the immediate surroundings of the Freeport.

CEZA, through the Labor and Employment Productivity Office (LEPO), shall treat your company fairly and with utmost transparency, and provide professional assistance and timely response in keeping with highest standards of ethical business.

CEZA, through the LEPO, is ready to assist you in providing manpower and other labor related matters with speed and ease as possible.

It is worthy to mention, too, that the CEZA has been consistent in his mandate in maintaining industrial peace, harmony and productivity with the Freeport. In this aspect, your cooperation and compliance shall be most vital.

## Purpose of this Guidebook

This Guidebook is intended for the use of all CEZA locators, it provides a clear view of the general rules, guidelines, process and procedures in labor related matters for the operation of your business.

It also provides the investors with up to date administrative orders and other updates coming from the Department of Labor and Employment (DOLE).

For new investor, this Guidebook provides the simplest and critical details for labor related matters, including which the LEPO is tasked to deliver after-care investor services and assistance in addressing particular concerns.

For existing investor, this Guidebook serves as a reference to the process and procedures vital to the continuity of operations.

## GENERAL INFORMATION

### THE CEZA

The Cagayan Economic Zone Authority (CEZA) is a government owned and controlled corporation that was created by virtue of Republic Act 7922, otherwise known as the "Cagayan Special Economic Zone Act of 1995". It was authored by Senator Juan Ponce Enrile, a native of Cagayan Province, and approved by then President Fidel V. Ramos. It has been tasked to manage and supervise the development of the Cagayan Special Economic Zone and Freeport (CSEZFP).

From 1997 up to the present, CEZA continues to initiate several projects to promote development in the CSEZFP. As an economic zone, it aims to develop the whole area into a self-sustaining industrial, commercial investment, financial and tourism-recreational center and, likewise, with suitable retirement / residential areas. As a Freeport, it operates as a separate customs territory similar to Hong Kong, Singapore, Lubuan in Malaysia and Hamburg in Germany. It is envisioned to be a major transshipment point for trade in the Asia-Pacific rim. In this light, it now opens itself to interesting business opportunities with attractive incentives and advantages for interested investors that would like to register in CEZA. These developments are all deemed toward attracting legitimate and productive local and foreign investments and, thus, creating employment opportunities in and around the Freeport.

### OUR LOCATION

The Cagayan Special Economic Zone and Freeport (Cagayan Freeport) is located at the northeastern tip of the Philippines surrounded by the waters of Balintang Channel, China Sea and the Pacific Ocean. It covers the entire Municipality of Sta. Ana and the Islands of Fuga, Barit, Mabbag in the Municipality of Aparri in the Province of Cagayan – with approximately 54,118.95 hectares of urban, suburban and agro-industrial lands for prime development.

It is strategically located between the Pacific Ocean and China Sea and enjoys proximity to lucrative overseas market such as Taiwan, Hong Kong, Japan, Korea, and the People's Republic of China. It is in fact situated at the crossroads of international shipping routes between the West Coast of North America, Far East and Southeast Asia.

The Cagayan Freeport operates as a separate customs territory similar to Hong Kong, Singapore, Lubuan in Malaysia and Hamburg in Germany.

The Cagayan Freeport is approximately a 45-minute flight from Kaoshiung Taiwan's largest industrial and shipping center, and only a few minutes longer from Hong Kong.

**VISION:**

“Cagayan Special Economic Zone and Freeport is an international gateway and hub of diverse and sustainable industries and dynamic economic activities in Asia Pacific, which catalyzes inclusive growth and local development in Northern Philippines.”

**MISSION:**

“To develop, promote, manage and operate the Cagayan Special Economic and Freeport Zone as a vibrant investment hub for transshipment/ logistic services, agro- industrial business, and attractive tourist destination in order to generate new and local foreign investment, income and employment parallel with the development of infrastructure system to priority industry players.”

**SECTION I**  
**LOCAL MANPOWER**

## A. MANPOWER POOLING

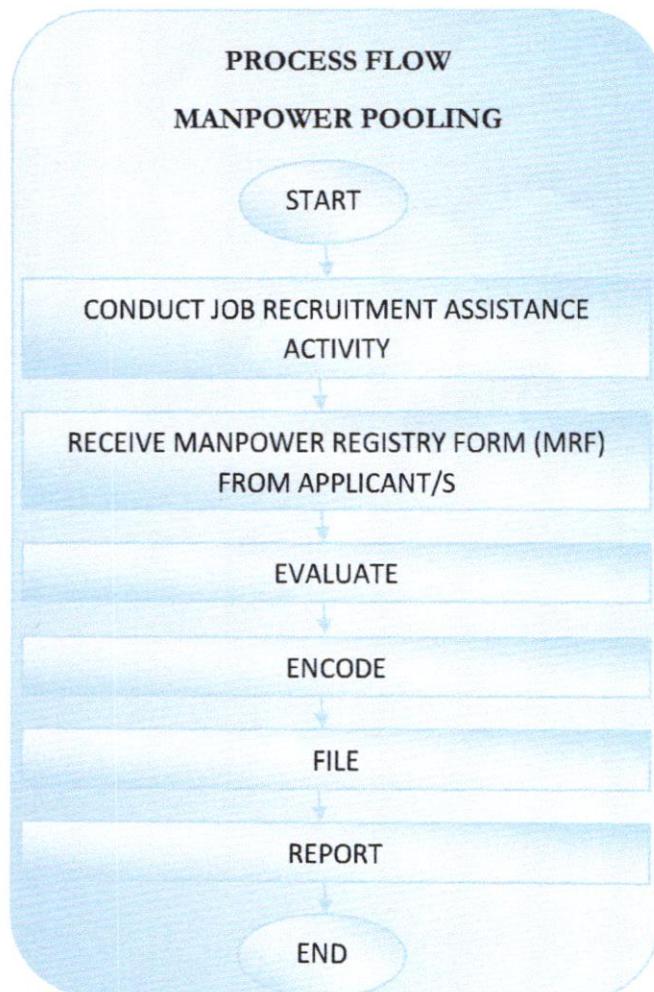
Objective:

To be efficient in recruitment assistance to the locators in providing qualified manpower.

Office-In-Charge : Labor and Employment Productivity Section  
Department : Operations Department  
Office Location : CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan 3514  
Contact Number : (02) 703- 7360  
Business Hours : Monday- Friday (8:00AM – 6:00PM)  
(No Noon Break)

### TAKE NOTE:

- The investor/ locator/ enterprise may engage themselves in job fairs; provided that a prior notice to the CEZA Labor Center has been made; Provided further, that representative(s) from the CEZA Labor Center must be present during the conduct of the Job Fair.



## B. RECRUITMENT ASSISTANCE

Objective:

To be able to assist in providing qualified manpower, and address the acquired manpower needs of the locator in the Freeport Zone.

Office-In-Charge : Labor and Employment Productivity Section  
Department : Operations Department  
Office Location : CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan 3514  
Contact Number : (02) 703- 7360  
Business Hours : Monday- Friday (8:00AM – 6:00PM)  
(No Noon Break)

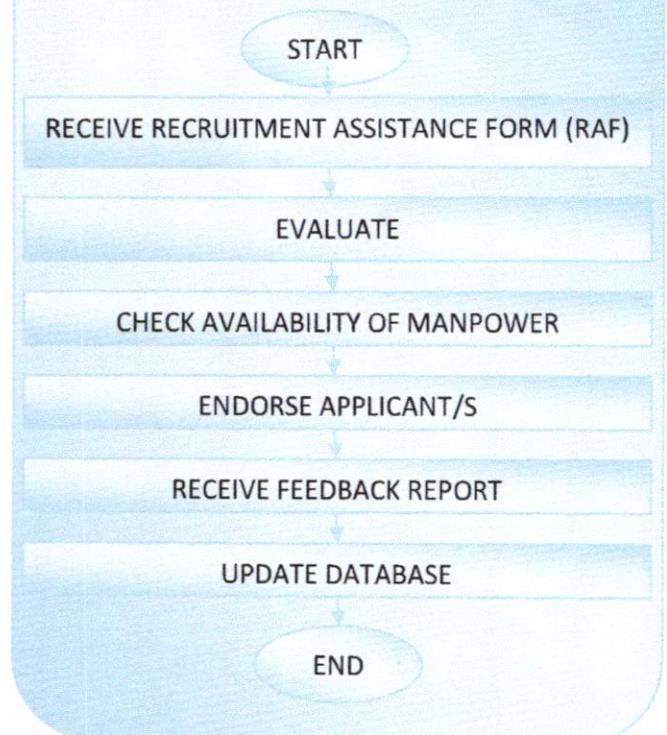
### TAKE NOTE:

- The Recruitment Assistance Form (RAF) is downloadable at [www.ceza.gov.ph](http://www.ceza.gov.ph)
- The locator can send the duly-accomplished RAF to [jalepoceza@gmail.com](mailto:jalepoceza@gmail.com) or they can submit directly at the CEZA Labor Center.
- Should the locator desire to employ a highly technical skilled foreign employee, they must apply for the issuance of a Certificate of Non-Availability from the CEZA Labor Center.
- The locator/s are free to directly hire/ source/ recruit applicant/s with the following circumstances:
  - The CEZA Labor Center failed in finding qualified applicants.
  - No applicant/s responded to the job postings made by the CEZA Labor Center
  - No qualified applicant/s in the LEPO Database.

Provided, that the applicants they wish to directly employ must first register to the CEZA Labor Center

- The locator/s must inform the CEZA Labor Center if they need more applicants aside from the applicants that were endorsed by

### PROCESS FLOW RECRUITMENT ASSISTANCE



### C. MANPOWER INVENTORY REPORT

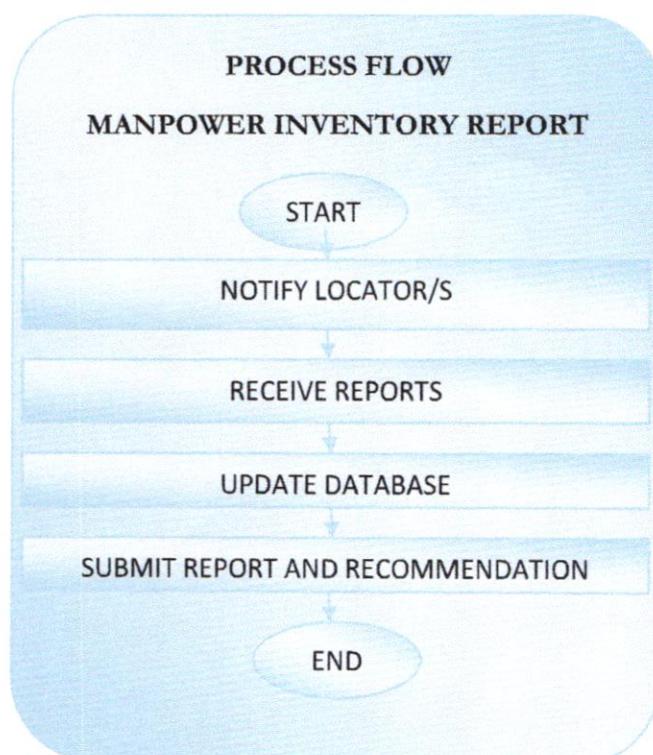
Objective:

To monthly monitor the statistics, demographics, as well as the status of the workforce inside the Freeport Zone.

Office-In-Charge : Labor and Employment Productivity Section  
Department : Operations Department  
Office Location : CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan 3514  
Contact Number : (02) 703- 7360  
Business Hours : Monday- Friday (8:00AM – 6:00PM)  
(No Noon Break)

#### TAKE NOTE:

- The locator/s shall submit a monthly inventory report to the CEZA Labor Center.
- The locator/s shall provide a hard and soft copy of the inventory report to the CEZA Labor Center. The hard copy must be submitted to the CEZA Labor Center, and the locator/s may send their soft copy to [jalepoceza@gmail.com](mailto:jalepoceza@gmail.com)
- The forms will be provided by the CEZA Labor Center.



## D. LABOR ARBITRATION ASSISTANCE

Objective:

To ensure industrial peace and harmony between employers and employees within the Freeport Zone.

Office-In-Charge : Labor and Employment Productivity Section  
Legal Office

Department : Operations Department

Office Location : CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan 3514

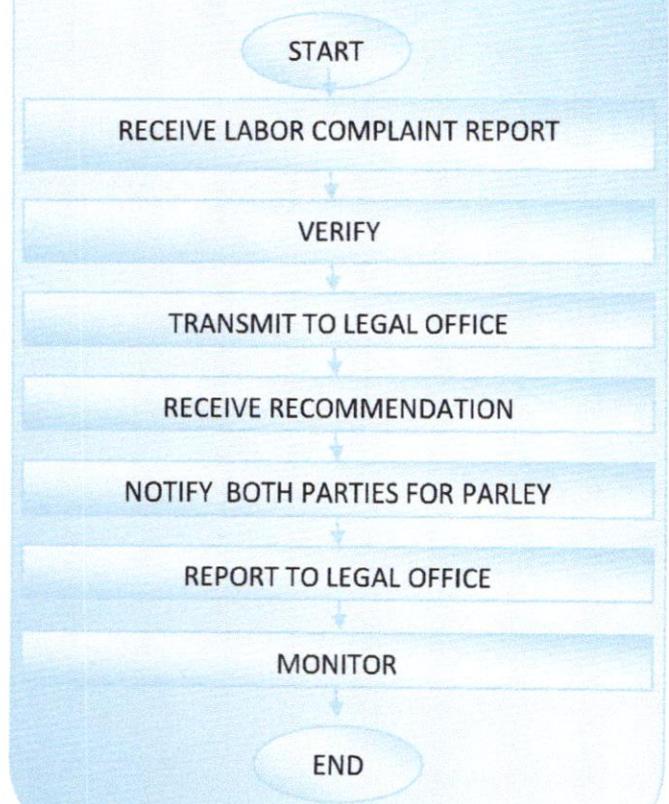
Contact Number : (02) 703- 7360

Business Hours : Monday - Friday (8:00AM – 6:00PM)  
(No Noon Break)

### TAKE NOTE:

- The CEZA Labor Center shall receive complaints relative to labor disputes.
- The labor complaint may be in a written or typed format and a supporting evidence must be included in the report.
- The complaint must be subscribed and sworn to before a Notary Public or any person authorized by law to administer oath.
- No complaint involving labor disputes shall be filed with the NLRC without the endorsement of the CEZA Labor Center which certifies that all efforts of conciliation or settlement have failed, or that the settlement reached has been repudiated by the parties. Such repudiation shall be sufficient basis for the endorsement of the complaint to the NLRC.

### PROCESS FLOW LABOR ARBITRATION ASSISTANCE



## E. MANPOWER TRAINING AND DEVELOPMENT

Objective:

To provide the locators and/or CEZA organized groups, with manpower possessing the necessary abilities and skills for them to be qualified and fitted to work within the Freeport Zone.

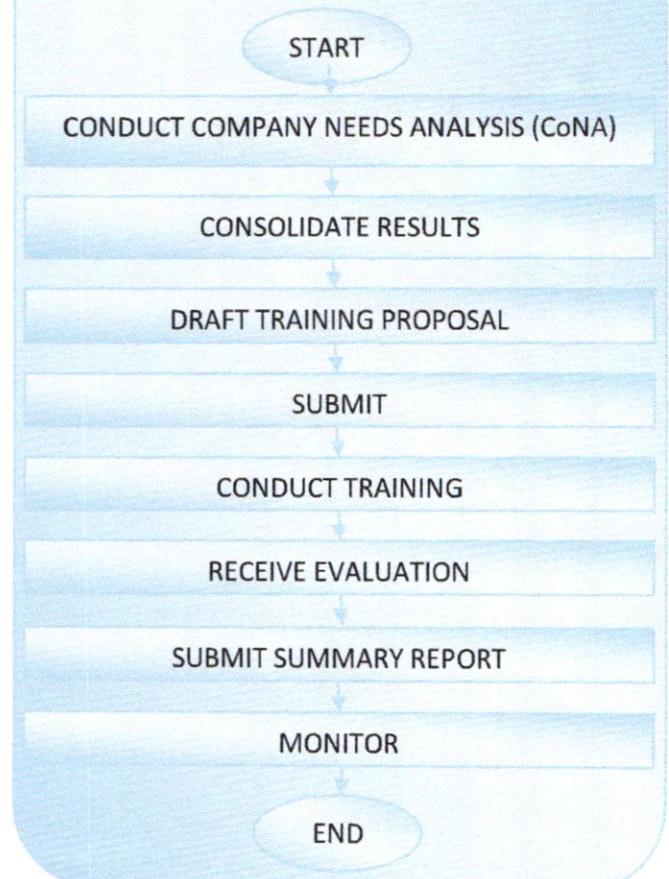
Office-In-Charge : Labor and Employment Productivity Section  
Department : Operations Department  
Office Location : CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan 3514  
Contact Number : (02) 703- 7360  
Business Hours : Monday- Friday (8:00AM – 6:00PM)  
(No Noon Break)

### TAKE NOTE:

- The CEZA Labor Center must provide a Company Needs Analysis (CoNA) Form to all locators' Human Resource (HR) personnel.
- The CoNA is conducted at the last quarter of the year.
- In conducting the training, the CEZA Labor Center will only assist in the coordination, facilitation and supervision of the training.
- A copy of the evaluation scores will also be furnish to the locator/s.

### PROCESS FLOW

#### MANPOWER TRAINING AND DEVELOPMENT



## Available Forms

FORMS	HOW TO GET	FOR	WHERE TO SUBMIT
Recruitment Assistance Form (RAF)	<a href="http://www.ceza.gov.ph">www.ceza.gov.ph</a> or LEPS, CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan	Locators who are requesting for manpower.	<a href="mailto:jalepoceza@gmail.com">jalepoceza@gmail.com</a> or at the LEPS CEZA Complex, Brgy. Sta. Ana, Cagayan
Manpower Registry Form (MRF)	LEPS, CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan	Applicants who seek employment in the Freeport.	LEPS CEZA Complex, Brgy. Sta. Ana, Cagayan
Manpower Inventory Report (MIR)	LEPS, CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan	Locators for monthly monitoring of employees	<b>For Hard Copies:</b> LEPS CEZA Complex, Brgy. Sta. Ana, Cagayan  <b>For Soft Copies:</b> <a href="mailto:jalepoceza@gmail.com">jalepoceza@gmail.com</a>
Company Needs Analysis (CoNA)	LEPS, CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan	Locators to be conducted at the last quarter of the year	LEPS CEZA Complex, Brgy. Sta. Ana, Cagayan

\* All forms are free and not for sale.

\* For more information, you may visit the Labor Center located at the LEPS CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan.

**SECTION II**  
**FOREIGN MANPOWER**

## A. ISSUANCE OF CERTIFICATE OF NON- AVAILABILITY

Objective:

To ensure that the Certificate of Non-Availability (CNA) is being issued to the locators provided that no Filipino citizen is qualified for the highly technical skilled position.

Office-In-Charge : Labor and Employment Productivity Section  
Office of the Senior Deputy Administrator

Department : Operations Department

Office Location : CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan 3514

Contact Number : (02) 703- 7360

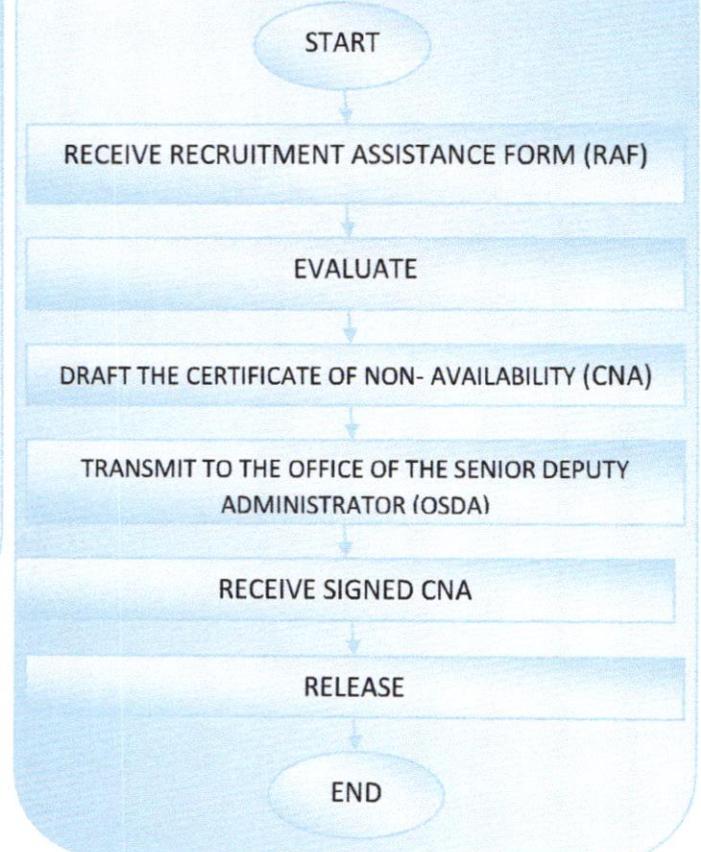
Business Hours : Monday (8:00AM – 6:00PM)  
(No Noon Break)

### TAKE NOTE:

- The Recruitment Assistance Form (RAF) is downloadable at the [www.ceza.gov.ph](http://www.ceza.gov.ph)
- The locator/s can submit duly-accomplished RAF via email – [jalepoceza@gmail.com](mailto:jalepoceza@gmail.com) or they can submit directly at the CEZA Labor Center.
- The locator/s must inform the CEZA Labor Center should they wish to employ a highly skilled foreign national.
- The CNA is the first step in securing a CEZA Working Visa.

### PROCESS FLOW

#### ISSUANCE OF CERTIFICATE OF NON-AVAILABILITY



## Documents and Fees

CEZA WORKING VISA	
DOCUMENT	FEES
Certificate of Non- Availability (CNA)	None
Provisional Permit to Work (PPW)	US\$50.00
CEZA Working Visa (CWV)	US\$100.00
Cancellation Order	Php 1,000.00
CEZA i-Card	US\$200.00 (2 years)
Re- Stamping	Php 1,000.00
Lost Visa (Damaged or Lost Passport)	Php 1,000.00
Certification	Php 250.00

- \* For more information, you may visit the CEZA Working Visa (CWV) Section located at the 7<sup>th</sup> floor, Westar Bldg., Shaw Blvd., Pasig City. Or you may contact this number 747-3058.

**SECTION III**  
**FORMS, ADMINISTRATIVE ORDERS, GENERAL  
LABOR STANDARDS**

This section provides a sample of the forms, updated administrative orders, and other labor-related laws.



Company Name:

CSEZFP Enterprise No.

Address:

Date:

Authorized Representative:

Signature:

Control No. :

**MANPOWER REQUIREMENT:**

Local  Foreign

Position:	No. of Personnel to be hired:
Qualifications	Duties and Functions

Use another sheet for more position

**Deadline for Submission of Roster of Pre-qualified applicants:** \_\_\_\_\_

Job Interview Date: \_\_\_\_\_ to \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Job Interview Venue: \_\_\_\_\_

**DOCUMENTS REQUIRED FROM APPLICANTS**

1	6
2	7
3	8
4	9
5	10

\_\_\_\_\_  
Processed by: CEZA-LEPO OFFICER



**Cagayan Economic  
Zone Authority**

**MANPOWER REGISTRY FORM**

CEZA-ODEP-LEPO-F01

*Note: Please type or print legibly. This Form is not for sale.*

**POSITION DESIRED** : \_\_\_\_\_

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_ Age: \_\_\_\_

Address : \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Sex: \_\_\_\_ Civil Status \_\_\_\_\_

Religion: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Language spoken: \_\_\_\_\_

Tel/CPNo. \_\_\_\_\_ Email Address: \_\_\_\_\_

**ELIGIBILITIES:**

CSC/Board/Bar, others under special laws	Rating	Date of Exam	License Number

**EDUCATIONAL BACKGROUND:**

Level	Name & Address of School	Degree/Course	Year Graduated/ Year Last Attended	Honors Received
<b>Graduate Studies</b>				
College				
Vocational				
Secondary				
Primary				

**SKILLS/ COMPETENCIES (Indicate specific skills acquired through training or work experience.)**

Trade/ Occupation	Specialization/ Expertise	Years of Experience	Machine/ Equipment Used

**WORK EXPERIENCES (Start with the most recent one):**

Inclusive Dates	Position	Name of Agency/Company

\*Use separate sheet if necessary

I hereby certify that the information herein given by me are complete, true and correct.

\_\_\_\_\_  
Signature of Applicant

Date:



**ACTIONS TAKEN BY COMPANY'S AUTHORIZED REPRESENTATIVE:**

**(To be accomplish by the Company's HRD)**

<b>Name of Applicant:</b>
<b>Position Desired:</b>
<b>Date of Birth:</b>

<input type="checkbox"/> <b>ACCEPTED</b>	<b>REMARKS:</b>
<input type="checkbox"/> <b>NOT ACCEPTED</b>	
<b>AUTHORIZED REPRESENTATIVE NAME, DATE AND SIGNATURE</b>	

**\*This Form must be filled-up by the Company's HRD and must be submitted back to the CEZA Labor Center.**









Cagayan Economic  
Zone Authority

**COMPANY NEEDS ANALYSIS FORM**

CEZA-ODEP-LEPO-F07

**COMPANY NEEDS ANALYSIS (CoNA)**

**COMPANY NAME:**

**CSEZFP ENTERPRISE NO.:**

**CoNA DONE BY:**

<b>SKILLS NEEDED</b>	<b>WHEN NEEDED?</b>	<b>NUMBER REQUIRED</b>	<b>REMARKS</b>

**SIGNATURE:** \_\_\_\_\_

**NAME OF RESPONDENT:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## V. ADMINISTRATIVE ORDERS

### List of CEZA AOs for Labor- Related Matters

1. CEZA ADMINISTRATIVE ORDER NO. 001

REVISED GUIDELINES FOR HIRING OF EMPLOYEES BY LOCATORS/INVESTORS AND OTHER CONTRACTORS THROUGH THE CAGAYAN ECONOMIC ZONE AUTHORITY

2. CEZA ADMINISTRATIVE ORDER NO. 002

REVISED GUIDELINES FOR FILING, HEARING AND RESOLVING OF LABOR- RELATED COMPLAINTS

\* For more information, you may visit the LEPO CEZA Complex, Brgy. Centro, Sta. Ana, Cagayan.