

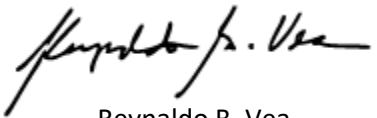
	REFERENCE GUIDELINES	Document No.: RG-HR-49-00
		Effective Date: October 6, 2020
		Addendum: PM-HR-03-03
	CHILD & FORCED LABOR	Page: 1 of 8

Prepared by:  Maria Elizabeth S. Yap	Reviewed by:  Digitally signed by Raul Victor B. Tan Date: 2020.10.06 12:15:11 +08'00' Raul Victor B. Tan	Approved by:  Reynaldo B. Veja
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I. PURPOSE

This is a supplementary Reference Guideline to PM-HR-03-03 on policies and procedures in the requisition, sourcing, selection & hiring of non-teaching personnel in the University. In accordance with law, included are policy declarations pertaining to Child labor and Forced labor in the workplace.

II. SCOPE

This Addendum covers requests for hiring of non-teaching personnel of all offices, departments, centers including schools and academic units.

III. DEFINITION

Republic Act No. 9208

An act to institute policies to eliminate trafficking in persons especially women and children, establishing the necessary institutional mechanisms for the protection and support of trafficked persons, providing penalties for its violations, and for other. This Act shall be known as the **“Anti-Trafficking in Persons Act of 2003”**.

Child Labor

refers to the illegal employment of children below the age of fifteen (15), where they are not directly under the sole responsibility of their parents or legal guardian, or the latter employs other workers apart from their children, who are not members of their families, or their work endangers their life, safety, health and morals or impairs their normal development including schooling. This also extends to the situation of children below the age of eighteen (18) who are employed in hazardous occupations.

Forced Labor

refers to the extraction of work or services from any person by means of enticement, violence, intimidation or threat, use of force or coercion,

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	REFERENCE GUIDELINES	Document No.: RG-HR-49-00
		Effective Date: October 6, 2020
		Addendum: PM-HR-03-03
	CHILD & FORCED LABOR	Page: 2 of 8

including deprivation of freedom, abuse of authority or moral ascendancy, debt-bondage or deception.

IV. RESPONSIBILITY AND AUTHORITY

HR Head

Shall ensure that the addendum policy declarations are enforced in the workplace; shall conduct behavioral-based interview for applicants with the rank of Manager and up and recommends said applicant for further interview or not.

Talent Acquisition Specialist

Shall evaluate the qualification of applicants based on the standard requirements for hiring and ensures the University upholds the policy of non-hiring of applicants below 18 years of age.

All hiring must satisfy the required position requirements such as the educational qualification, professional license, or work experience.


Responsible for the preparation of all pre-employment contracts of non-teaching personnel.

Curriculum and Materials Development Officer

Shall be responsible for the MELT administration including the checking of the written and verbal exam to be approved by the ELC Director. The result of the verbal and written exam shall be available at least two weeks after the exam was given.

HR Manager

Shall review the results of pre-employment screening of non-teaching employee, conducts behavioral-based interview for applicant with the rank of supervisor and below and recommends said applicant for interview by the requesting party.

	REFERENCE GUIDELINES	Document No.: RG-HR-49-00
	CHILD & FORCED LABOR	Effective Date: October 6, 2020 Addendum: PM-HR-03-03
		Page: 3 of 8

V. DETAILS OF REFERENCE GUIDELINES

POLICY DECLARATION

A. Against the hiring of children in the workplace (child labor):

Pursuant to “Department of Labor Order No. 65, Series of 2004 or the Rules & Regulations Implementing RA. 9231 Amending R.A 7610, as amended, child labors refers to any work or economic activity performed by a child under 18 years of age that subjects him/her to any form of exploitation or is harmful to his/her safety or physical, mental or psychosocial development”.

Mapua University through its Human Resources Department, does not engage in any form of recruitment, sourcing, selection or hiring of a ‘child’ under 18 years of age for any vacancy/position for temporary, permanent or part-time employment in the University.


B. Against Forced Labor:

Pursuant to Republic Act No. 10364 otherwise known as the expanded RA No. 9208 “An Act to institute policies to eliminate trafficking in persons especially women & children, establishing the necessary institutional mechanisms for the protection & support of trafficked persons, providing penalties for its violations & for other purposes”.

Section 3 of Republic Act No. 9208:

“Forced Labor – refers to the extraction of work or services from any person by means of enticement, violence, intimidation or threat, use of, force or coercion, including deprivation of freedom, abuse of authority or moral ascendancy, debt-bondage or deception including any work or service extracted from any person under the menace of penalty”.

Mapua University does not engage in any kind, manner or form, forced labor in the University. The University recognizes and promotes human dignity at work and protects its employees from any kind of threat of violence and/or exploitation in the workplace.

	REFERENCE GUIDELINES	Document No.: RG-HR-49-00
		Effective Date: October 6, 2020
		Addendum: PM-HR-03-03
	CHILD & FORCED LABOR	Page: 4 of 8

VI. REACTION PLAN

In case the policy, process and procedures for the recruitment of non-teaching employees are not followed whether in part or in full, HR Head shall call the attention of the individual who did not adhere with such policy & procedures, documents the reasons behind the deviation and reports/files accordingly for reference. Additionally, said individual shall be re-oriented with the proper procedures for the recruitment of non-teaching employees and required justification for such deviation.

VII. PERFORMANCE INDICATOR

Just in time hiring of non-teaching employees in accordance with the job specification indicated in the Personnel Request form (PRF) through the proper procedures indicated herein.

VIII. REPORTORIAL REQUIREMENTS

Report Title	Frequency of Update	Responsible Personnel
Recruitment Turnaround Time	As needed	Recruitment
Recruitment Update (Status)	As needed	Recruitment

IX. REFERENCE DOCUMENTS

	Document Code	Title
1.	PM-HR-03-03	Policies & Procedures in Hiring
2.	FM-HR-03-01	Application Form for Non-Teaching
3.	FM-HR-13-02	Personnel Requisition Form
4.	FM-HR-23-02	Non-Teaching Interview Form
5.	FM-HR-24-01	Job Offer Form
6.	FM-HR-47-01	Recommendation for Non-Teaching Personnel
7.	FM-HR-54-00	Organizational Change Form



REFERENCE GUIDELINES

Document No.: RG-HR-49-00

Effective Date: October 6, 2020

Addendum: PM-HR-03-03

REVISION HISTORY

Page: 5 of 8

Section / Page	Rev. No.	Reason for Revision	Effective Date	By
ALL	00	Original issue.	October 6, 2020	MESYap



REFERENCE GUIDELINES

Document No.: RG-HR-49-00

Effective Date: October 6, 2020

Addendum: PM-HR-03-03

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Page: 6 of 8

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REFERENCE GUIDELINES

Document No.: RG-HR-49-00

Effective Date: October 6, 2020

Addendum: PM-HR-03-03

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REFERENCE GUIDELINES

Document No.: RG-HR-49-00

Effective Date: October 6, 2020

Addendum: PM-HR-03-03

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Page: 8 of 8

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