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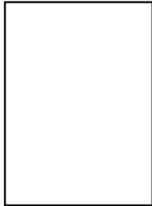
Printed in the Philippines

Kasambahay Handbook  
*Everything the Filipino  
Domestic Worker Wants to  
Know*

Domestic Workers (DOMWORK) Project, Philippines  
ILO Programme on Mobilizing Action for the Protection of  
Domestic Workers from Forced Labour and Trafficking in  
South-East Asia  
International Labour Office

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## Message



The Philippines is uniquely situated as having engaged a number of protective interventions for its domestic worker population within and outside the country. The collaboration between and among the tripartite social partners-the government, the workers and the employers-including that with the NGO's, civil society and other groups-is observed as the most encouraging relationship that would lead to the advancement of the initiatives already undertaken.

It is most fitting to take inventory of these beginnings with a concrete tool in which the specific outputs can be communicated to the domestic worker population, the network of institutions who continue to champion their cause and the general public for their use, reference or information. There are indeed many inspiring elements in these social interventions, notably the efforts for the passing of a national omnibus law for domestic workers, the promotion of local ordinance, the promotion of a model employment contract, the strengthening of recruitment regulations, the development of worker orientation and skills training program and the strengthening of the capabilities of worker organization for sector representation and self development.

The International Labour Organization offers this Kasambahay Handbook as an inventory of practical information which the domestic workers and champion institutions would find useful in playing their respective roles. There is reason to hope that the ground for self-sustaining efforts has fairly been established as the ILO concludes its first integrated program on domestic workers for the Philippines this year.

**Linda Wirth**  
Director



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# Introduction

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Domestic workers in the Philippines or “Kasambahay’s” as they are called have played an important role in Filipino households in many generations. A great number of them did not have any schooling. They have not had the opportunity to acquire knowledge or access to information on their basic rights as provided by law or on social services and support mechanisms they can avail of.

As the Philippines has planted the seeds for the empowerment of domestic workers through legislation, awareness-raising, sector mobilization, capacity-building, and development of standards enforcement tools (such as the model employment contract), this Kasambahay Handbook aims to communicate these to the domestic worker populace and the different stakeholders who share and work for their cause.

The Kasambahay Handbook is a practical reference for domestic workers and other users who seek to have a basic understanding of the issues and vulnerabilities that the sector faces, the available and evolving policy and legal instruments, the facilities and services to avail of in relation to registration, social security coverage, skills-acquisition, information access and useful networks.

This material has been produced under the Philippine component of the Regional Project on Mobilizing Action for the Protection of Domestic Workers from Forced Labour and Trafficking of the International Labour Organization.

## Who is the domestic worker?

### \_\_\_\_\_ And what is household work?

The domestic worker is the person, commonly under a live-in employment arrangement with his/her employer, providing household services. He/she is traditionally referred to in many ways such as “*katulong*,” “*chimay* or *chimoy*,” “boy,” “*tsuper*,” “*yaya*,” “maid,” “DH,” “domestic or household helper,” or “servant,” among others. The more humane reference to the domestic worker is “*kasambahay*” which literally means house companion and such other references like “*kuya*,” “*manang*,” or “*inday*”.

Many domestic workers are migrants from the provinces or poverty areas of the country. A great number of them make their way to become overseas migrant domestic workers.

The Labor Code defines the domestic worker in terms of the domestic or household service he/she is expected to render. This covers services in the employer’s home which is usually necessary or desirable for the maintenance and enjoyment thereof and includes ministering to the personal comfort and convenience of the members of the employer’s household, including services of family drivers.

In the recently completed Training Regulations for Household Services of the Technical Education and Skills Development Authority (TESDA), household services cover cleaning, housekeeping, food preparation, cooking and food presentation.

# The 10-Point Decent Work Agenda for Domestic Workers

On 21-23 September 2005, the Philippines held the first ever National Domestic Workers Summit at the Riverbend Hotel in Marikina City. The affair was convened by the Visayan Forum (VF) Foundation, Inc., under the support of the International Labour Organization. One of the strategic outcomes of the Summit was the laying down of a decent work framework for domestic workers following the National Plan of Action for Decent Work.

The Ten (10) Point Agenda for Decent Work of Domestic Workers calls for action as follows:

1. Immediate passage of the *Batas Kasambahay* with the aim of uplifting and giving decency to the standards that will protect domestic workers' labor rights.
2. Strengthen and clarify the Appropriate Mechanisms to monitor the condition of domestic workers inside the private households of their employers.
3. Safe Migration - seriously and comprehensively do continuous orientation on migration realities for those planning to work as domestic worker.
4. Attack Trafficking by monitoring recruitment industry and undocumented migrants, and hotspots and entry-exit points. Make the domestic workers an urgent priority in anti-trafficking activities.
5. Prioritize the Right to Education, especially for child domestic workers.
6. Draft a Comprehensive Training, Livelihood, and Reintegration Programs for domestic workers.
7. Towards Social Protection, there is a need for immediate strengthening of government programs & network of services by civil society and introduce them inside and outside the country.
8. Include Families of Domestic Workers to Access Services. Give important attention, especially the OWWA, on migration effects to the children and families of the migrants who are mostly domestic workers.
9. Immediately declare one-day as Domestic Workers' Day (*Araw ng mga Kasambahay*), for all Filipino domestic workers, here and abroad that will recognize them as a sector.
10. Include Domestic Work in the Philippine Decent Work Agenda and National Plan of Action Agenda.

# The Social Compact of the First National Domestic Workers Summit

The Social Compact was signed in September 23, 2005 at the end of the First National Domestic Workers Summit. The Social Compact cements the multi-sectoral commitment in making domestic work decent work. It is remarkable that the social compact was signed by a large constituency of domestic workers themselves, with important authorities and champion institutions from international organizations, government, NGO's, civil society, private sector, faith-based groups and trade unions. As true partners of the compact, they declared to do their share in making decent work possible. The domestic workers committed to "further strengthen their ranks in order to become effective advocates for the welfare of the *kasambahay*".

Through the compact, the partners recognize the importance and value of domestic work, that it must be decent and that domestic workers should be given respect. They agree that most workers in the sector are young, unschooled and uninformed women who are drive away from their families for reason of poverty and the desire to earn a living, often vulnerable to trafficking, abuse and loss of access to education.

The Social Compact is entitled "*Deklarasyon ng Pagbubuklod ng mga Sektor ng Lipunan tungo sa Disenteng Trabaho para sa Kasambahay*".

*Kami, ang mga opisyal at kawani ng mga ahensiya ng pamahalaan, organisasyon ng mga employers at mga negosyante, mga unyon at organisasyon ng mga manggagawa, mga non-government organizations, internasyonal na mga institusyon, at iba pang mga sektor ng lipunan ay:*

**Kinikilala**, na ang mga *kasambahay* o domestic workers, sa loob o sa labas ng Pilipinas, ay isang napakalaki at importanteng sektor ng lipunan; na ang kanilang trabaho at serbisyo ay may mahalagang kontribusyon sa pag-unlad ng pamilya at lipunang Pilipino; at ang kanilang trabaho ay nararapat lamang na ituring na disente at pag-ukulan ng karampatang respeto;

**Gising**, sa katotohanan, na dahil sila ay nakatago sa loob ng tahanan ng employer at karamihan sa kanila ay bata, babae, o hindi mataas ang antas ng pinag-aralan, ang mga *kasambahay* sa loob at labas ng bansa, ay nakararanas ng mga paglalabag ng kanilang mga karapatan, naaabuso ng pisikal, sekswal at emosyonal, at dumadami ang mga batang *kasambahay* na nagiging biktima ng trafficking, sapilitang pagpapagawa, at pagkakatali sa utrang;

**Mulat**, na ang mga *kasambahay* ay vulnerable sa abuso at parating may naka-ambang panganib habang sila ay nagtatrabaho; dahil dito nararapat lamang na palakasin ang mga polisiya at programa na nangangalaga sa kanila; magkaroon ng patas na pasahod, benepisyo, at pamantayan kapalit ng kanilang serbisyo; at magkaroon ng mga programa at serbisyo na tutugon sa kanilang mga suliranin at magbibigay ng pagkakataon na mapaunlad ng mga *kasambahay* ang kanilang mga sarili;

**Kinikilala**, na karapatan ng mga *kasambahay* ang mag-organisa at magbuo ng asosasyon at magkaroon ng pagkakataon na makilahok sa mga usapin, desisyon, at gawain na para sa kanilang kapakanan; na ang partisipasyon ng mga *kasambahay* at kanilang pamilya sa pagbubuo ng mga polisiya at programa ay magtitiyak na ang mga ito ay angkop at epektibo; kung kaya't nararapat lamang na ang kanilang partisipasyon ay hikayatin at suportahan ng lahat ng sektor;

**Batid**, na sandigan ng isang matiwasay at makataong lipunan ang matibay at nakabubuting relasyon sa pagitan ng employer at *kasambahay*; kung kaya't dapat ay ating hikayatin ang isang relasyon na kung saan ang mga *kasambahay* at employer ay may respeto at pagkilala sa karapatan at responsibilidad ng isa't isa;

**Bilang tugon**, kami ngayon ay nagbubuklod at nagsasama-sama upang maisulong ang mga polisiya at mga programa na nakasaad sa Decent Work Agenda para sa mga *Kasambahay* na binuo ngayong National Domestic Workers Summit.

*Kami rin ay nangangako na gagawin ang mga sumusunod:*

#### **Sa mga Kawani at Opisyal ng Pamahalaan, Nasyonal man o Lokal**

Kasama ng iba pang mga social partners, bubuo ng mga polisiya, batas, at mga regulasyon na halaw sa mga resulta ng National Domestic Workers Summit na siyang magiging gabay para sa mga gawain upang mapangalagaan at maitaas ang antas ng trabaho at kabuhayan ng sektor;

Bubuo at magpapatupad ng mga espesyal na programa upang matiyak na ang mga karapatan ng mga *kasambahay* ay mapapangalagaan at mabibigyan ng sapat na halaga ang kanilang kontribusyon;

Maglalaan at magbibigay ng oportunidad sa mga *kasambahay* na makilahok sa mga usapan at mga desisyon tungkol sa mga batas, polisiya, at programa na may direktang epekto sa kundisyon ng trabaho at antas ng kabuhayan ng mga *kasambahay*;

### **Sa mga Trade Unions at Samahan ng mga *kasambahay***

Kasama ng iba pang mga social partners, tutulong sa pagbabalangkas at pagpapatupad ng mga programa at polisiya para sa mga *kasambahay*;

Pag-iibayuhin ang pag-oorganisa at pagbibigay ng tinig sa sektor upang ang mga ito ay maging instrumento sa pakikipag-negosasyon para sa patas at makatao na pasahod at benepisyo para sa mga *kasambahay*;

Pagyayamanin ang mga kasalukuyang pamamaraan ng pag-oorganisa at pagsasanay upang ang mga *kasambahay* ay maging mas produktibong mga kasapi ng lipunan.

### **Sa mga Employers at Industry Associations**

Kasama ng iba pang mga social partners, tutulong sa pagbabalangkas at pagpapatupad ng mga programa at polisiya para sa mga *kasambahay*;

Pai-igtingin ang advocacy upang mapapalaganap ang mga alituntunin sa tamang relasyon at pagtrato sa mga *kasambahay*;

Maghihikayat sa hanay upang mapalawak ang mga programang pang-kagalingan at pagsasanay para sa ating mga *kasambahay*.

### **Sa mga NGOs, simbahan, faith-based organizations, media, at iba pang mga sektor ng lipunan**

Kasama ng iba pang mga social partners, tutulong sa pagbabalangkas at pagpapatupad ng mga programa at polisiya para sa mga *kasambahay*;

Palalawakin at ipapaalam ang mga serbisyo na kasalukuyang pinapatupad upang agarang tumugon sa suliranin at pangangailangan ng mga *kasambahay*. Tutulong sa pag-oorganisa at tutulungan ang mga *kasambahay* na mapatibay ang kanilang mga hanay at makakuha ng malawakang suporta;

Magpapatibay ng mga ugnayan at magbibigay ng mga mungkahi sa iba't ibang mga ahensya ng pamahalaan upang masiguro ang mas epektibong tugon sa suliranin ng mga *kasambahay*.

### **Sa mga Internasyonal na Institusyon**

Magkakaisa upang suportahan, teknikal man, pinansiyal, o sa advocacy, ang mga sinusulong na gawain at reporma ng mga social partners sa Pilipinas;

Magiging instrumento sa pagpapayaman sa kaalaman sa pamamagitan ng pagbabahagi ng karanasan sa Pilipinas at sa iba pang parte ng mundo sa pagsusulong ng kapakanan ng mga *kasambahay*.

#### **Sa mga Anak at Ka-pamilya ng *Kasambahay***

Pauunlarin ang mga sarili upang maging produktibong mamamayan bilang pagpupugay sa sakripisyo ng mga magulang o ka-pamilya ng mga *kasambahay*;

Magiging isang tulay upang lalong mapatibay ang mga pamilya ng mga *Kasambahay*.

#### **Sa mga *Kasambahay***

Kasama ng iba pang mga social partners, tutulong sa pagbabalangkas at pagpapatupad ng mga programa at polisiya para sa mga *kasambahay*;

Pag-iibayuhin ang pag-papabuti sa sariling buhay upang maging tagumpay at maging ehemplo at inspirasyon sa kapwa *kasambahay*;

Pangangalagaan ang pagpapahalaga ng mga social partners sa pamamagitan ng pagkakaroon ng seryosong pagkilos tungo sa sariling pag-unlad;

Lalong pagtitibayin ang aming hanay upang maging epektibong tagapag-sulong ng kapakanan ng *kasambahay*;

Tutulak para sa mas mabuting relasyon sa employers at makapag-ambag upang ang mga *kasambahay* ay maging tunay na katuwang sa buhay ng mga employers;

*Pinirmahan ng mga Social Partners sa pagtatapos ng National Domestic Workers Summit na ginanap ngayong ika-23 ng Setyembre 2005.*

## What does the Labor Code provide for the protection of domestic workers? \_\_\_\_\_

**Fair and Humane Treatment.** The Labor Code has one chapter devoted to “Employment of Househelpers” that describes who the househelpers are, how they should be paid and treated during and even after their services are no longer needed. The chapter is made up of twelve articles or parts (from Article 141 to 152).

**Minimum Wage.** The Labor Code prescribes minimum wages for domestic workers, the rates of which are being opposed for being below market rates and fair compensation.

**No to Forced Labor.** The law assures that domestic workers should not be forced to work for more than two (2) years if they no longer desire to sign a new contract. Employers who pay less than the minimum wage rates will be punished with fines or imprisonment.

**Education for Child Domestic Workers.** Domestic workers below 18 years of age should be allowed to finish at least elementary education.

**Prohibition of Multiple Work.** Work in other establishments should not be part of their household services.

**Free Food & Accommodation.** They should be treated well; be given free food and suitable and sanitary living quarters as well as medical attendance.

**Social Security Coverage.** Domestic workers are to be covered by social security benefits.

**Due Notice of Termination/Provision of Employment Certification.** If the contract of services of the domestic worker is stopped for a good reason, the employer should inform him or her 5 days in advance; be given 15 days worth of pay plus the pay for the days he or she already worked for; and be give an employment certification which he or she can use for finding another work.

## Why is there an outcry for an omnibus law for domestic workers?

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Concerned groups believe that the present law is incomplete, does not give enough protection to the domestic workers and the provisions for wages are out of date.

In the law, the minimum monthly wage rate for domestic workers in highly urbanized cities is still 800 Pesos. Monthly wages for chartered cities is 650 Pesos and 550 Pesos for those in other municipalities. The law does not say anything about domestic workers receiving 13<sup>th</sup> month pays or other extra payments.

Aside from preventing domestic workers from receiving higher wages, there are also no provisions for making sure that they enjoy occupational health and safety, social protection, privacy, rest periods and paid leaves.

More importantly, there benefits that money cannot buy but the law should give. The law does not encourage domestic workers to gain higher education or training than elementary education. It does not encourage domestic workers to form organizations or groups that can help them improve themselves. It does not explicitly protect domestic workers from being tied to work because of debt, from being trafficked or “sold” and from other abuses because penalties for erring employers are said to be “soft”.

More importantly, there is an outcry for the effective implementation of a labor law for domestic workers. The present Labor Code provisions are hardly felt by the concerned sector.

## The Draft *Kasambahay* Bill \_\_\_\_\_

For the past ten years, there were several attempts to conclude an omnibus law for domestic workers. There were a number of versions of the *Kasambahay* Bill which had been sponsored by legislators, both from the Lower House and the Senate.

In the last three years, there were renewed efforts to pave the way for the passing of a domestic worker law. Several consultations and dialogues between the legislators and the advocates from different sectors have taken place, including tripartite processes led by the Department of Labor and Employment.

The latest draft of the *Kasambahay* Bill contains provisions for the rights of the domestic worker, terms and conditions of employment and recruitment, the role of different government agencies in giving services for the domestic worker, ways to settle disputes, schedule of penalties against violators and other provisions.

### **PROPOSED BILL**

#### **An Act Amending Book III, Articles 141-152 of the Labor Code, Otherwise Known as the “Magna Carta for the *Kasambahay* 2005”**

#### ARTICLE 1 TITLE, POLICIES, PRINCIPLES AND DEFINITION OF TERMS

Section 1. *Short Title.* — This Act shall be known as the “*Magna Carta for the Kasambahay 2005*”.

Section 2. *Declaration of Policies.* — The State affirms labor as a primary social force and has committed to protect the rights of workers and promote their welfare. It is party to international instruments pledging the elimination of forced labor, elimination of discrimination in employment and occupation, and the abolition of child labor and trafficking in persons.

The State has adopted the Decent Work Framework outlining good conditions of work for Filipino workers, which includes establishing labor standards, decent employment and income, enhanced coverage of social protection and strengthened social dialogue, including *kasambahays*.

It seeks to uphold the rights and dignity of *kasambahays* to protect them from abuse and exploitation by providing safe and humane working conditions. Despite the vital and necessary work performed by *kasambahays* for most Filipino households and the important role they play in society, they are considered as one of the most vulnerable sectors in society due to the nature of their work. Of equal concern however, are employers of *kasambahays* who have equal rights to protection from abuse and exploitation of *kasambahays*.

The State further recognizes that *kasambahays* of minority age have special inalienable rights and privileges that should be espoused and protected, particularly in the areas of education and self-improvement.

The State recognizes the importance of partnering with various groups and individuals in the promotion and protection of the rights and welfare of *kasambahays* and enabling to be empowered members of society.

Section 3. *Definition of Terms.* – For purposes of this Act, the following terms shall mean:

- a.) "*Kasambahay*" - *Kasambahay* shall refer to any person employed in the employer's residence, performing tasks ascribed as household work for which he or she is being paid wages by the employer for services rendered.
- b.) "*Batang-kasambahay*" – Children below eighteen years of age employed as *kasambahay*.
- c.) "*Employer*" – shall refer to any person who engages the services of the *kasambahay* for household work and/or is party to the employment contract.
- d.) "*Household*" – an aggregate of persons generally but not necessarily bound by ties of kinship, who sleep in the same dwelling unit and have common arrangements for the preparation and consumption of food.

- e.) *"Household work"* – refers to tasks performed by the *kasambahay* as specified in the employment contract.
- f.) *"Hazardous work"* refers to any activity or circumstance where the *kasambahay* is exposed to risk which constitutes an imminent danger to his or her safety, health or morals.
- g.) *"Wages"* – adopt official definition of wages, to be provided by NWPC.
- h.) *"Board and lodging"* – shall refer to food and shelter which shall be afforded to the *kasambahay* free of charge and nondeductible to his or her wage.

## ARTICLE 2 - RIGHTS OF THE KASAMBAHAY

The *kasambahay* has the right to decent work which includes decent employment and income, humane conditions of work, access to and coverage in social protection schemes, and the opportunity for social dialogue and representation.

Section 4. *Right to just and humane conditions of work.* The *kasambahay* has the right to a safe and healthy work environment, continuous (sufficient) rest periods, time for recreation and leisure.

Section 5. *Right to just and humane treatment.* The *Kasambahay* is entitled to be treated free from any physical or psychological violence, or any other act which debases, degrades or demeans the intrinsic worth and dignity of the *kasambahay* as a human being be used upon the latter.

Section 6. *Right against involuntary servitude, debt bondage and trafficking.* The *kasambahay* shall have the right to refuse or deny his or her services to work or tasks not stipulated in the employment contract.

In case the *kasambahay* agrees to work in industrial undertakings and perform work or task for the service or benefit of another household, he or she shall be entitled to applicable minimum wage or just compensation respectively.

Section 7. *Right to social protection.* The *kasambahay* shall be covered by the Social Security System (SSS) and be entitled to all the benefits provided under Republic Act No. 8282, as amended. The employers of said *kasambahay* shall pay for the employer's share of the SSS contributions

without deducting the same from the monthly compensation of the *kasambahay*. The *kasambahay* shall also pay for the employee's share of the SSS contributions.

All house helpers shall be covered by the Philippine Health Insurance Corporation (Philhealth) in accordance with its guidelines and be entitled to all the benefits provided by law.

Section 8. *Right to privacy*. The *kasambahay* shall have the right to privacy during his/her rest periods. The *kasambahay's* right to privacy shall extend to any and all forms of personal communications.

Section 9. *Right to minimum wage*. The *kasambahay* shall be entitled to the following minimum wage rates:

- (a) TWO THOUSAND FIVE HUNDRED PESOS (Php 2,500.00) a month for *KASAMBAHAY WORKING* in the National Capital Region (NCR);
- (b) ONE THOUSAND SEVEN HUNDRED PESOS (Php 1,700.00) a month for those *WORKING* in other chartered cities and first class municipalities; and,
- (c) ONE THOUSAND FIVE HUNDRED PESOS (Php 1,500.00) a month for those *WORKING* in other municipalities."

Within one (1) year after the passage of this law, the Regional Tripartite Wages and Productivity Boards (RTWPBs) shall determine and adjust, from time to time, the appropriate minimum wage rates of *kasambahays* in accordance with the special wage fixing mechanism.

Section 10. *Right to free board, lodging and medical attendance*. The *kasambahay* has the right to suitable and sanitary living quarters as well as adequate food and medical attendance free of charge.

Section 11. *Right to access educational opportunities*. The *kasambahay* has the right to access opportunities for education and training to upgrade their skills and improve the services they provide to their employers.

Section 12. *Right to self-organization*. The *kasambahay* shall have the right to form or join association or societies for purposes not contrary to law.

Section 13. *Right to redress grievance*. The *kasambahay* shall have the right to redress grievance and to the expeditious settlement of disputes.

All other rights not specified herein but guaranteed by the Constitution are affirmed and shall be equally afforded to the *kasambahay*.

### ARTICLE 3 - LABOR STANDARDS FOR THE *KASAMBAHAY*

Section 14. *Employment contract.* - (a) All household working arrangements or agreements shall be covered by a written employment contract, in a language or dialect understood by both employer and the *kasambahay*, duly signed by both of them. Each of the contracting party shall be provided with a complete set of the duly signed employment contract, certified by the *Punong Barangay*, whose office has jurisdiction over the residence of the employer, which shall include the following:

14(a) *Parties to the contract.* Parties to the contract shall contain the name and provincial address of the *kasambahay* as well as the name and residential address of the employer.

14(b) *Members of the household.*

14(c) *Work Description.* The scope and description of work of the *kasambahay* shall be identified by the employer provided that the *kasambahay* agrees to the same.

14(d) *Period of Employment.* The period of employment of the *Kasambahay* shall be no less than one (1) year.

14(e) *Monthly compensation and mode of payment.* Payment of wages shall be made directly to the *kasambahay* in legal tender, at least once every two (2) weeks or twice a month at intervals not exceeding sixteen (16) days. No employer shall pay wages of *kasambahays* by means of promissory notes, vouchers, coupons, tokens, tickets, chits or any object other than legal tender, even when expressly requested by the *kasambahay*.

14(f) *Rest periods and day-off.* The employer shall provide the *kasambahay* a daily rest period of at least 8 hours and a weekly rest period of at least (24) consecutive hours after six (6) consecutive normal work days.

The employer and the *kasambahay* shall agree in writing the schedule of the weekly rest day of the *kasambahay*. However, the employer shall respect the preference of employees as to their weekly rest day when such preference is based on religious grounds.

14(g) *Deductions.* Unless mutually agreed upon by the *kasambahay* and his or her employer, no deductions from the pay shall be made, other than those authorized by law including wage advances, subject to the agreement between the employer and the *kasambahay* on the amount of deductions per payday.

14(h) *Living quarters, food and medical provisions.* The employer shall provide the *kasambahay* suitable and sanitary living quarters, adequate food and medical attendance free of charge.

14(i) *Termination of employment.* The causes and conditions of termination to be stipulated in the employment contract shall be in accordance with Sections 26-29 of this Act.

14(j) accountabilities acceptable to both parties and conditions to maintain harmonious relations in carrying out and safeguarding said accountabilities

In the event that the provisions of the employment contract could not sufficiently guaranty the basic rights of both parties, the provisions of this law shall serve in suppletory manner.

Section 15. *Pre-requisites for employment.* The employer may require reasonable pre-requisites for employment of the *kasambahay*.

Section 16. *13<sup>th</sup> Month pay.* The *kasambahay* shall be entitled to a thirteenth (13<sup>th</sup>) month pay equivalent to the existing minimum wage.

Section 17. *Assignment to Non-Household Work.* No *kasambahay* shall be assigned to work in a commercial, industrial or agricultural enterprise at a wage or salary rate lower than that provided for agricultural or non-agricultural workers as prescribed therein.

Section 18. *Prohibition on the use of services of household workers in places other than their legitimate workplace.* It shall be unlawful for any individual, entity or institution to engage the services of the *kasambahay* without a valid contract.

~~Section 19. *Maternity Leave.* All female *kasambahay* shall be entitled to maternity leave benefit pursuant to Section 14A of R.A. 8282, otherwise known as Social Security Act of 1997.~~

Section 20. *Paternity Leave.* All married male *kasambahay* shall be entitled to a paternity leave of seven (7) days pursuant to the provisions of R.A 8187 or the Paternity Leave Act of 1997

Section 21. *Vacation Leave.* The *kasambahay* shall be entitled to a minimum five (5) days vacation leave with pay.

Section 22. *Salary increase and/ or other benefits.* Salary increase and/or other benefits may be granted by the employer based upon internal and mutual agreement by both parties pursuant to existing laws, rules and regulations.

Section 23. *Indemnity for Unjust Termination of Services.* - If the period of household service is fixed, neither the employer nor the *kasambahay* may terminate the contract before the expiration of the term, except for a just cause.

Section 24. *Service of Termination Notice.* - If the duration of the household service is not determined either in stipulation or by the nature of the service, the employer or the *kasambahay* may give notice to put an end to the relationship five (5) days before the intended termination of the service.

- (a) The employer may disregard the five (5) day notice and immediately cause the termination of the service of the *kasambahay*; provided that the employer pays the salary due him or her;
- (b) The *kasambahay* may, prior to the expiration of contract, put an end to the *employer-kasambahay* relationship, by putting the employer on notice at least five (5) days in advance.

Section 25. *Termination initiated by the Kasambahay.* The *kasambahay*, may unilaterally terminate the relationship without serving any notice on the employer for any of the following just causes:

- (a) Serious insult by the employer or any of his or her immediate household on the honor and person of the *kasambahay*;
- (b) Inhuman and unbearable treatment accorded to the *kasambahay* by the employer or any of his or her immediate household;

- (c) Commission of a crime or offense by the employer or any of his or her immediate household against the *kasambahay*;
- (d) Other causes analogous to any of the foregoing.

*Section 26. Termination by employer. An employer may terminate an employment for any of the following causes without serving any notice:*

- (a) serious misconduct or willful disobedience by the *kasambahay* of the lawful order of his employer in connection with his/her work;
- (b) gross or habitual neglect by the *kasambahay* of his duties;
- (c) fraud or willful breach by the *kasambahay* of the trust reposed in him by his employer;
- (d) Commission of a crime or offense by the *kasambahay* against the person of his employer or any immediate member of his family; and
- (e) Other causes analogous to the foregoing

*Section 27. Prohibition on the employment of Batang-kasambahay.* Consistent with Republic Act 9231, the employment of *batang-kasambahay* is hereby prohibited. In no case shall children of *kasambahay*, below 18 years of age, be suffered to work as *kasambahay*.

Pursuant to this policy, the LGU in cooperation with the DOLE, DSWD, DepEd, DILG, other concerned government agencies, and all other stakeholders, shall endeavor to implement appropriate measures for the eradication of child domestic work. Such measures shall include but not limited to access to appropriate education and training, alternative livelihood and employment for their families, rescue, healing and reintegration services.

#### ARTICLE 4 - THE ROLE OF GOVERNMENT ENTITIES IN THE DELIVERY OF PROGRAM AND SERVICES

*Section 28. Role of LGUs.* Local Government Units (LGUs) shall facilitate access of *kasambahays* to all existing programs and services. The LGUs, through their local development plans, shall prioritize concerns regarding *kasambahays* and develop and implement plans and programs in support of this law.

*Section 29. Support Institutions.*

(a) *Role of Department of Interior and Local Government.* The DILG shall oversee and provide technical assistance to ensure the implementation

of LGU on the *kasambahay* programs and services. The DILG shall be responsible for the continuous upgrading and enhancement of the knowledge and skills of barangays to assume their assigned responsibilities under this Act.

(b) *Role of the Department of Labor and Employment.* The DOLE shall be responsible for the continuous enhancement of standards for the employment and welfare of *kasambahays*. Towards this end, the DOLE shall also provide a venue for the continuous of dialogue between and among stakeholders and domestic workers.

It shall also conduct trainings and seminars on improving working conditions in the households, occupational safety and health, labor education and livelihood development. It shall also provide employment facilitation services for the *kasambahay*.

(c) *Role of Department of Social Welfare and Development.* The DSWD shall institute a program designed specifically to provide emergency services to the *kasambahay* in need of custody, shelter, healing or legal, medical, psychological and rehabilitative services.

(d) *Role of Department of Education.* The DepEd shall develop and administer equivalency test and alternative educational programs for the accreditation of educational qualification of the *kasambahays*. The DepEd shall work with LGUs in establishing and strengthening special education programs including capacity-building for instructional managers.

(e) *Role of Technical Education and Skills Development Authority.* The TESDA shall be responsible for the continuous enhancement of training regulations which will serve as the basis for the development of curricula, registration and delivery of training programs for *kasambahays*. It shall also be responsible for the development and administration of assessment packages and certification of *kasambahays*.

(f) *Role of Philippine National Police.* The PNP shall coordinate with LGUs, DSWD and other relevant agencies in conducting rescue operations for abused *kasambahays*.

(g) *Role of NGOs and other groups.* ~~Non-government organizations and other groups shall equally contribute to the delivery of programs and services to be provided by government offices as prescribed in this law.~~

## ARTICLE 5 - SETTLEMENT OF DISPUTES

A mechanism for settlement of disputes arising from the employment contract is hereby prescribed as follows:

Section. 30. *Barangays as Primary Resort in Settling Disputes.* The *barangays* shall serve as the primary resort in settling disputes and shall render conciliation and mediation services in disputes.

Section 31. *Role of the Department of Labor and Employment.* The DOLE shall take cognizance of disputes arising from the employment of *kasambahays* for any violation of the labor standards provisions hereof, only upon the exhaustion of conciliation and mediation at the level of the *barangay*.

Section 32. *Role of the National Labor Relations Commission.* The NLRC shall assume jurisdiction on disputes arising from employment of *kasambahays* over cases which it has original and exclusive jurisdiction, only upon the exhaustion of conciliation and mediation at the level of the *barangay*.

Section 33. *Role of the Courts.* Regular courts which have exclusive and original jurisdiction of cases other than disputes arising from the employment of *kasambahays* shall take cognizance only after prior recourse in the *barangay* level has been exhausted.

## ARTICLE 6 – EMERGENCY SERVICES FOR CASES OF ABUSE [Visayan Forum ]

Punitive acts and recourse [Acts and the role of PNP within the proposed law to be defined]

## ARTICLE 7 - MISCELLANEOUS PROVISIONS

Section. 34. *Implementing Rules and Regulations.* - The Department of Interior and Local Government and the Department of Labor and Employment, in collaboration with other government agencies charged with the implementation of the provisions of this Act shall, within a period of one (1) year from the date of its effectivity, promulgate the necessary implementing rules and regulations.

Section. 35. *Araw ng mga Kasambahay.* - The date upon which the President shall approve this *Batas Kasambahay* will be designated as the *Araw ng mga Kasambahay*".

Section. 36. *Non-diminution clause.* - Nothing in this Act shall be construed to cause the diminution or substitution of any benefits and privileges currently enjoyed by the *kasambahay*. All existing arrangements between employer and *kasambahay* shall conform to the minimum standards set by this *Batas Kasambahay* within a period of sixty (60) days upon effectivity of this Act.

Section. 37. *Penal Provisions.* – [To be provided by DOJ]

Section. 38. *Repealing Clause.* – Article 143 paragraph (c) and (d) of PD 442 as amended is hereby expressly repealed. All laws, decrees, presidential issuances, executive orders, rules and regulations or parts thereof not consistent with the provisions of this Act are hereby amended, repealed or modified accordingly.

Section. 39. *Separability Clause.* - If any provision or part of this Act, or the application thereof to any person or circumstance be held unconstitutional or be declared invalid, the remainder of this Act shall not be affected thereby.

Section. 40. *Effectivity Clause.* - This *Batas Kasambahay* shall take effect fifteen (15) days following the completion of its publication in the *Official Gazette* or in two (2) newspapers of general circulation.

## What is a Local Ordinance?

### Why is it needed by the *Kasambahay*?

A local ordinance is a piece of legislation concerning a specific area or subject of regulation, passed by the Sangguniang Bayan (Municipal Council) or the Sangguniang Panlungsod (City Council). A local ordinance has the same powers of law, but whose power of enforcement is limited only to the community or political unit falling under the jurisdiction of the local law-making body which promulgates it.

A local ordinance has the benefit of a more efficient legislative process, constituency support and market responsiveness. A local ordinance in one locality may not have the same relevance in another environment and therefore unable to derive the same level of constituency support.

Domestic workers have pinned their hope on local ordinances in view of painstaking process of legislation towards a national omnibus law. It is advantageous for more barangays, cities, and provinces to adopt a local ordinance as it can provide smaller but strategic steps towards improving the framework of governance, discharge of social services and social protection in such locality, therefore immediately benefiting the sector to which on ordinance is aimed at.

The ILO has promoted a healthy, competitive, spirit among localities to aim to belong to a “positive list” of *Kasambahay*-friendly cities or localities, through the passage of local ordinances such as what the cities of Quezon and Makati have done. They have called for the registration of domestic workers, the establishment of hotline mechanisms and the promotion of social security coverage for domestic workers in their localities.

## The Local Ordinances of Quezon City and Makati \_\_\_\_\_

More communities are becoming aware that a part of their constituents that need be served are working as household workers. To date, there are two local ordinances passed specifically for the domestic workers in cities within Metro Manila. One comes from Quezon City while the other is passed in Makati City.

The Quezon City Ordinance No. 1472-2004 was passed in December 2004. It enjoins all *barangays* in the city to make massive registration of domestic workers, specially child domestic workers, so that a profile of domestic workers can be established as a reference for the menu of services for domestic workers. More importantly, registration is a concrete response in transforming the “invisible existence” of domestic workers to visibility as the system is able to account of their numbers and specific workplace.

Early in 2006, the City of Makati made a similar move of adopting an ordinance for the *kasambahays*. The council passed Makati City Ordinance No. 2006-014, which requires all *barangays* to conduct a survey or registration of domestic workers.

While the Makati ordinance serves the same purpose as that of the Quezon City ordinance, these ordinances differ in at least two points. First, in Quezon City, registration is enjoined among all *barangays* while in Makati, it is required. Second, the Quezon City ordinance makes distinction between adult and child domestic workers while the Makati ordinance does not. This may mean different ways of serving the *kasambahays* but one thing is for sure: domestic workers in both cities will no longer be invisible and these cities have achieved an edge as domestic worker-friendly.

# Model Local Ordinance

Below is the complete text of the model local ordinance developed by the Institute for Labor Studies-DOLE. Aside from portions encouraging registration, this version contains many provisions or parts that ensure the protection of both the domestic worker and the employer. Depending on the need of the community, all or parts of this model may be copied or changed by the city or municipal council that passes it into a local law.

Republic of the Philippines  
City/Municipal Council  
(Municipality/City)

\_\_\_ Regular Session

**PROPOSED ORDINANCE NO. \_\_\_\_\_, Series of 2005**

AN ORDINANCE ENACTING A *KASAMBAHAY* PROGRAM IN THE CITY/MUNICIPALITY OF \_\_\_\_\_.

Introduced by Councilor \_\_\_\_\_

Co-Introduced by \_\_\_\_\_

WHEREAS, the 1987 Constitution declares as a principle that the State “affirms labor as a primary social force” and “shall protect the rights of workers and promote their welfare.”

WHEREAS, the Labor Code intends to promote and maintain full employment of workers and seeks to facilitate and regulate the movement of workers in conformity with national interest;

WHEREAS, the Local Government Code directs all local government units to promote the general welfare of their inhabitants,

provide basic services for their constituencies, and enact ordinances which shall effect the effective and efficient delivery of such services;

WHEREAS, the Philippine Government is party to international instruments pledging the elimination of forced labor, elimination of discrimination in employment and occupation, and the abolition of child labor and trafficking in persons;

WHEREAS, the Government has further adopted the Decent Work Framework outlining good conditions of work for Filipino workers, which includes establishing labor standards, decent employment and income, enhanced coverage of social protection and strengthened social dialogue, covering the group of domestic workers;

WHEREAS, despite the vital and necessary work performed by domestic workers for most Filipino households and the important role they play in society, they are considered as one of the most vulnerable sectors in society due to the nature of their work;

WHEREAS, there is a growing concern for upholding the rights and dignity of domestic workers to protect them from abuse and exploitation and of an equal concern are the reported cases where employers are abandoned by their household workers; and

WHEREAS, local governments, in view of their local autonomy and their proximity to households employing domestic workers, are in the best position to promote the rights and welfare of domestic workers and protect their employers.

NOW, THEREFORE, BE IT ORDAINED BY THE MUNICIPAL/CITY COUNCIL of \_\_\_\_\_, That:

SECTION 1. *Short Title.* This Ordinance shall be known as the "Domestic Workers Ordinance of the City/Municipality of \_\_\_\_\_".

SECTION 2. *Declaration of Policies.* It is hereby declared as policy of the City/Municipality of \_\_\_\_\_ to

promote and protect the rights of both domestic workers and their employers.

It is further a policy of this locality to adopt programs that shall ensure the delivery of services due the sector.

SECTION 3. *Definition of Terms.* For purposes of this Ordinance, the following are defined as follows:

- (a) "Domestic work" – can adopt Labor Code definition
- (b) "Domestic worker" – can adopt Rule XIII of the Labor Code IRR
- (c) "Household employer"

SECTION 4. *Designation of Kasambahay Desks.* There is hereby designated a *Kasambahay* Desk in the office of the in the city/municipality, which shall:

- (a) plan and design the *Kasambahay* Program of the city/municipality;
- (b) in coordination with concerned city/municipal departments and/or offices in the LGU, shall directly implement activities under the *Kasambahay* Program; monitor and coordinate the activities of the counterpart *Kasambahay* Desks in the barangays;
- (c) serve as repository of *Kasambahay* registries submitted periodically by every barangay in the city/municipality;
- (d) coordinate with existing employment and welfare offices to facilitate access to their service;
- (e) provide all other services specified elsewhere in this Ordinance.

All barangays are hereby enjoined to designate a counterpart *Kasambahay* Desk at their level, which shall be the coordinating mechanism for implementation at the grassroots level.

SECTION 5. *Services and Activities under the Kasambahay Program.* Upon the issuance of implementing rules and regulations **[or upon approval]** of this ordinance, services and activities shall be created for constituent *Kasambahays*. Appropriate programs and services that are existing in the city/municipality shall also be made accessible and aligned for domestic workers, including but not limited to the following:

(a) *Registration of Domestic Workers.* The registration of domestic workers in the barangays shall be the focal activity of the *Kasambahay Program*. Following the provisions of Section 6, the city/municipality shall conduct massive and continuing registration of domestic workers among its constituent barangays.

1. *Socio-Demographic Data in the Registration Form.* A prescribed form for the registration of domestic workers [can be attached to this ordinance or its Implementing Rules and Regulations as Prescribed Form \_\_\_\_] which shall contain the socio-demographic data and other information including the name, address, place of origin, date of birth, parents' names, educational attainment, nature of work/field of specialization, employment history, dialect(s) spoken, distinguishing marks and features of the worker and references or contact person(s). To further distinguish the registrant, his or her thumb mark should be affixed to the registration form. The Form should further require information on the absence or presence of birth certificate, marriage certificate, etc.

2. *Documentary Requirements.* Along with a recent identification picture employed domestic worker must present a copy of his or her employment contract, signed in the presence of the *Punong Barangay* or his duly authorized

representative to the concerned *Kasambahay* Desk. The employment contract shall be attached and made an integral part of the accomplished Registration Form, filed, and the information contained therein shall be entered into the *Kasambahay* Registry.

Upon registration, an identification card and a work clearance shall be issued by the processing *Kasambahay* Desk to the domestic worker.

(b) *Quick Response Mechanism.* The *Kasambahay* Desk shall provide the following services to be carried out in an expeditious manner:

1. Establish/strengthen quick-response mechanisms at the community level to facilitate the clarification of employment issues arising between the domestic worker and his/her household employer.
2. Immediately act by way of documentation and referral of case to concerned *barangay* justice mechanism, on household employers' concerns or domestic workers who are victims of abuse, or in need of legal, financial, medical, psychological, and other appropriate assistance.

(c) *Pre-Employment Services.* As part of providing pre-employment services for workers and employers in the domestic work sector, the functions of the *Kasambahay* Desk shall include the following services:

1. Provide pre-employment seminars which shall outline the rights and responsibilities entailed in the domestic worker's job. The pre-employment seminars shall also be made available to employers.
2. Facilitate referrals for workers seeking employers and employers seeking the services of domestic workers to concerned Public Employment

Service Offices (PESOs) or other livelihood facilitation programs in the locality.

(d) *Education and Training.* The city/municipality shall endeavor to provide educational opportunities for domestic workers in order for them to upgrade their skills and improve the services that they provide to their employers.

1. In partnership with the Department of Education (DepEd), PESOs, local educational institutions, NGOs, and churches, to provide educational programs responsive to their needs, and which accommodate the work schedule of domestic workers (e.g., night school program).

2. Facilitate increased access of domestic workers to educational scholarships and financial assistance.

3. In cooperation with local TESDA officials and private groups/institutions, implement skills upgrading programs, such as housekeeping skills and alternative skills training programs for domestic workers.

4. Promote the expansion of learning and training schemes for domestic workers through short-term literacy and vocational programs.

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**28** (e) *Social Protection and Health.* *In order to allow domestic workers to secure social protection and health, the following activities shall be carried out:*

1. In cooperation with SSS and PhilHealth, conduct advocacy meetings with homeowners associations, employers associations, business clubs, recruitment agencies, unions, churches, and domestic workers organizations to encourage voluntary registration

and enrolment of domestic workers in health and social insurance schemes.

2. Health care services available in the community shall be fully accessible to domestic workers.

(f) *Information Dissemination and Advocacy.* Through the *Kasambahay* Program, the rights of both the domestic worker and the employer as well as the services that can be accessed under it should be widely disseminated. Among others, the following activities shall be carried:

1. Campaigns to promote participation of domestic workers, their employers, and other community-based organizations to the Program;

2. Outreach activities in areas frequented by domestic workers, such as parks, churches, and schools.

3. Development of information, education, communication (IEC) materials on the situation of domestic workers, employer practices and available basic services and programs for the sector.

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SECTION 6. *The Role of the Barangays.* All barangay officials of City/Municipality are hereby enjoined to spearhead the *Kasambahay* Program. Every barangay shall have a *Kasambahay* Desk lodged within the \_\_\_\_\_ Committee at the Sangguniang Barangay and designate a focal person who will be tasked to:

(a) conduct an initial massive registration of domestic workers in their respective barangays and thereafter undertake continuing registration activities;

(b) enter in a Domestic Workers Registry the information gathered from the registration forms; ensure that the

Domestic Workers Registry is updated regularly by undertaking new entries, de-listing or deregistration of domestic workers who were verified to be moving out of its territorial jurisdiction;

- (c) submit updated registries of domestic workers at the barangay level to the City/Municipal *Kasambahay* Desk;
- (d) facilitate access of domestic workers and their employers to services provided by the city/municipality and the barangay;
- (e) immediately respond to complaints or conflicts involving domestic workers;
- (f) under the barangay, formulate and implement appropriate counterpart *Kasambahay* programs at the barangay level; and
- (g) render all other services as may be deemed necessary by the barangay/ Committee.

SECTION 7. *Implementing Rules and Regulations.* That the **[DESIGNATED OFFICE IN THE MUNICIPALITY/ CITY]** is hereby tasked to:

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- a. Formulate the ~~Implementing Rules and Regulations for this Ordinance immediately upon approval and publication to effect full compliance for the same; and,~~
- b. Provide technical support to barangays in matters concerning the implementation of activities contained in this Ordinance.

SECTION 8. *Appropriations.* The city/municipality/barangay shall allocate funds to carry out the provisions of this Ordinance.

SECTION 9. *Penalty Clause.* **[Schedule of fines and penalties should not exceed those provided by the Penal Code, Labor Code and Local Government Code provisions. Sanctions should be graduated according to gravity of offense and**

**imprisonment provision should explicitly indicate that “at the discretion of the Court”.]**

SECTION 10. *Separability Clause.* If for any reason or reasons, any section of this Ordinance shall be held unconstitutional or invalid, other sections which are not affected thereby shall continue to be in full force and effect.

SECTION 11. *Repealing Clause.* All ordinances, resolutions or rules and regulations or parts thereof which are inconsistent with the provisions of this ordinance are hereby repealed, amended, rescinded or modified accordingly.

SECTION 12. This ordinance shall take effect fifteen (15) days after publication in a newspaper of general circulation.

Enacted by the City Council of \_\_\_\_\_ in its regular session today, \_\_\_\_\_ 2005.

APPROVED:

ATTESTED:

Mayor

Vice-Mayor and Presiding Officer

## Why is an Employment Contract Needed?

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The model *Kasambahay* Local Ordinance and the draft *Kasambahay* Bill both call for the signing of an employment contract between the *kasambahay* and the employer. This need arises because of the following reasons:

First, the contract professionalizes the employer-employee relationship in domestic work. It is an important instrument for both parties to be informed and oriented about their rights and obligations.

Second, it may help facilitate the operationalization of the social security coverage of the domestic workers, where the respective contributions of the parties to the social security premiums would have clear basis.

Third, the employment contract provides a clearer reference in mediating or settling disputes between the domestic workers and employers.

# Model Employment Contract

If the *Kasambahay* Bill or an Ordinance in the community is passed, it is ideal that a contract is signed between the domestic worker and the employer. Below is the text of the Model Employment Contract, or Employment Agreement, that contains all the duties, responsibilities and working conditions that the signing parties should follow.

## Employment Agreement

**[IN A LANGUAGE THAT THE DOMESTIC WORKER UNDERSTANDS]**

*This employment contract is executed and entered into by and between:*

- A. **Employer:**  
Address and telephone:
- B. **Represented by:**  
Name of agent/company:
- C. **Domestic Worker:**  
Civil Status:  
Age:  
Address:  
Permanent/Province:  
Present:

*Voluntarily agree to the following terms and conditions:*

1. **Place of work:** \_\_\_\_\_
2. **Contract duration** \_\_\_\_\_ commencing from the domestic worker's departure from the point of origin to the place of work.
3. **Nature of Work:** \_\_\_\_\_
4. **Responsibilities:** \_\_\_\_\_
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
5. **Basic monthly salary:** \_\_\_\_\_

6. **Free board and lodging** shall be provided to the domestic worker if s/he is in a live-in arrangement with the household to which s/he works for.

7. **Uninterrupted rest period of at least eight (8) hours, time devoted for worship and meal periods** for the domestic worker will be assured.

8. **Free transportation** to and from the place of work shall be provided and, in the following cases, free return transportation to the point of origin:

- a)
- b)

9. **Free emergency medical and dental services** and facilities including medicine for the domestic worker.

10. **In the event of death** of the domestic worker during the effectivity of this agreement, his/her remains and personal belongings shall be returned to the at the expense of the employer.

11. **Termination of this agreement by either party** shall be governed by Articles 144 to 155 of the Labor Code, as amended by RA 7655, and other applicable rules and regulations.

12. **Settlement of disputes arising from this contract** shall be governed by applicable and existing laws as provided for in the Labor Code, as amended, and other rules and regulations. However, the parties thereto shall not be precluded to settle their dispute/s amicably. The parties, by mutual agreement, may enlist the assistance of third parties, including barangay officials, in resolving their dispute.

**[Other provisions for the protection of both the domestic worker and the employer in existing laws, whether national or local, and not expressed during the employer-employee relationship should form part of this agreement.]**

Signed:            (Domestic Worker)            (Household Employer)

## Checklist of Requirements for the Registration of Domestic Workers

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In Quezon City, employers are required to register the children domestic workers working for them. When a law is passed requiring all domestic workers to register in the community, he or she will be filling up a registration form. The registration will be accompanied by other requirements that will prove the identity, age, health or fitness of the domestic worker to work. The following information or documents may be asked from the worker when they register:

1. personal information
2. educational background
3. information on previous employment
4. birth certificate
5. baptismal certificate
6. marriage certificate (if married)
7. Barangay clearance
8. police clearance
9. NBI clearance
10. employment contract or agreement with current employer (if employed)

## Checklist of Requirements for the SSS Coverage of Domestic Workers

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The present Labor Code requires social security coverage of domestic workers earning at least one thousand pesos (P1,000). If the draft *Kasambahay* Bill becomes a law, it will require all domestic workers to be enrolled in the Social Security System (SSS) where the worker and employer regularly pay their respective share of the premium.

But at present, the SSS accepts domestic workers as its members through voluntary coverage if the employer and the domestic worker agree that the *kasambahay* should be a member.

To register as a voluntary member of SSS, the domestic worker must present a certification from his present employer that he or she is employed as a domestic worker together with an accomplished SSS Registration Form, a photocopy of his/her birth or baptismal certificate or passport. If these documents can not be presented, any two of the following will also do:

1. marriage contract
2. driver's license
3. school records
4. voter's ID
5. joint affidavit of two disinterested parties (or persons with no relations to the registering worker) attesting to the correct name and/or fact of birth of the person registering.

# An Introduction to the TESDA Training Regulations for Domestic Workers

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The Technical Education and Skills Development Authority (TESDA), with the assistance of the International Labour Organization, developed the Training Regulations for Household Services which sets the qualifications for those who wish to work as domestic workers either locally or abroad.

The training regulations is a useful tool in making professionals out of domestic workers. In the future, when training for domestic workers will be required, the training regulations can serve a course outline for domestic worker-trainees.

The training regulations lists the competencies or skills that workers must have in order to qualify either as a houseboy/housemaid, housekeeper, hand-lauderer, domestic cleaner, kitchen helper, or even as hotel cleaner.

The training regulations makes sure that trainees have “tool competencies” such as the ability to participate in workplace communication as well as work in a team environment. The trainee should also have “common competencies” such as the skills to maintain health and safe environment, respond to emergencies and establish professionalism in the workplace. Lastly and more importantly the trainee should have “core competencies” which means that trainees can effectively perform cleaning, housekeeping chores, laundry, food preparation and presentation.

## **An Introduction to the DOLE Regulations on the Operations of Private Recruitment and Placement \_\_\_\_\_ Agencies for Local Employment**

The Bureau of Local Employment (BLE) is one of the offices of the Department of Labor Employment (DOLE) which makes sure that workers working inside the country enjoy the protection of rules for fair and just working conditions. One of the most important jobs that BLE does is to ensure that the contracts that workers signed when they were recruited are followed. The BLE does this work by issuing authorities to recruit to trustworthy establishments or persons and canceling those authorities to who violate the standards set by rules.

These rules are embodied in the DOLE Regulations on the Operations of Private Recruitment and Placement Agencies (PRPA). Knowing that a large majority of the workers recruited by local PRPA's are domestic workers, the rules have been subjected to an intensive process of review for the purpose of amendment.

The recommended amendments strengthen the regulation of DOLE on PRPA's. Among others, they are required to assume liabilities and obligations which will ensure that they recruit only qualified and medically fit workers, that they negotiate for the best terms and conditions of employment, that they become transparent to the applicants and that they take responsibility to provide pre-employment briefing to accepted applicants. They will likewise ensure that the workers they hire will be covered with the standard employment contract and social security coverage requirement.

# An Introduction to the BWYW Domestic Worker Orientation Program

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The Bureau of Women and Young Workers (BWYW) of the DOLE developed an orientation program for those who plan to work as domestic workers. The orientation program will teach them to value themselves as workers. It is divided into seven (7) modules. Imagine yourself as a participant in the program.

**Module 1** will help the domestic worker discover herself/himself and how she/he relates with other persons.

**Module 2** will make you review your value system or think about what you can do, what you want to do and what are the things that are important to you.

**Module 3** will show you the important things that you have to do if you are working as domestic worker. It provides some insights where one could seek help if you want to become a better domestic worker.

**Module 4** will inform you about recruitment agencies, how to choose an agency and what they should do to help you.

**Module 5** will make you aware of your rights, how you should be treated and what laws protect you as a domestic worker.

**Module 6** gives you useful information about problems that can happen at work, how to handle them, and what kind of help you should get when you meet any of these problems.

**Module 7** should be able to tell you if domestic work is for you and make you proud of the job that you are about to assume.

The DOLE intends to implement this program by working closely at the community level, with local governments, church, schools and NGO's. This orientation program can both serve its purpose at both the pre-employment stage or when the domestic worker is already employed.

# **An Introduction to the POEA Pre-employment Orientation Program for Domestic Workers**

The Philippine Overseas Employment Administration or POEA provides a pre-employment orientation program (PEOP) to the public to orient them on the risks and rewards of working abroad, the preparations that are necessary and measures to prevent being illegally recruited, trafficked or abused. This pre-employment orientation program is useful even before any person would attempt to apply for overseas job. It is a helpful public information strategy which seeks to empower the workers in making well-informed decision, one that they will not regret and be able to take responsibility for.

The PEOP takes on a new feature with a video material entitled “Handa Ka Na Ba?” (meaning, Are You Ready?), produced by the POEA and I-magic Productions, under ILO assistance, specifically meant for domestic workers. It is regularly shown at the PEOP sessions at the POEA and has been distributed for use with a number of NGO’s, academic institutions, local government units and regional government offices.

## **An Introduction to the Training Tool for Foreign Service Personnel on Handling Trafficking and Forced Labour Cases of Domestic Workers \_\_\_\_\_**

To enable government personnel in foreign posts to act appropriately when performing their duties on extending assistance to nationals (ATN) especially in handling cases of Filipinos who are forced into labor or were trafficked, the *Interactive CD-ROM Training Tool for Foreign Service Personnel on Understanding and Handling Trafficking & Forced Labour Cases, especially of domestic workers* is being developed.

This material is a specialized training facility for foreign service personnel (FSP) intended for regional application. It aims to provide a focused orientation to foreign service officers, labor attaches, welfare officers and other consular staff on the subject of trafficking for forced labour and how this relates with situations such as illegal recruitment, poor working conditions and irregular migration. This is the first- of-its-kind material produced under the project by the Foreign Service Institute-Department of Foreign Affairs in close collaboration with a regional consultant, Ms. Elaine Pearson.

The Philippine government intends to apply the material in all its foreign missions as well as become a possible pre-departure requirement for FSP's as soon as pilot-runs and consequent adjustments are successfully undertaken.

## Checklist of Must-do's in Applying for Overseas Job \_\_\_\_\_ as Domestic Worker

1. Obtain a basic understanding of the risks and rewards of working abroad, especially as domestic workers, through the Pre-employment Orientation Program of the POEA. Check the nearest POEA office in your region or your Barangay, school or community NGO for possible materials.
2. Discuss with your family your intention to work abroad and assess if you have their support in every way.
3. Know the legal procedures in applying. Check with duly licensed recruitment agencies with POEA or DOLE offices. If you are directly hired, check with POEA the procedures of processing your papers.
4. Prepare legal documents required-birth certificate, marriage license, school documents, employment records, passport, NBI clearances, etc. Never submit fake documents.
5. Know the country of your choice. Understand their requirements, procedures and the terms and conditions of their employment offer.
6. Make sure that your Employment Contract complies with the requirements of the host country or the POEA and that you have read, understood and accepted its terms and conditions. Never accept or sign a contract written only in a foreign language you do not understand.
7. Avoid fixers and unauthorized persons who offer to help you. Pay only the required fees as authorized by government.

## Background on the Domestic Worker Organization: SUMAPI

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SUMAPI stands for Samahan at Ugnayan ng mga Manggagawang Pantahanan sa Pilipinas, meaning Association and Linkages of Domestic Workers in the Philippines is a non-profit, non-stock and a SEC registered organization. It is a nationwide organization that serves as the primary protective network for fellow domestic workers. It facilitates the delivery of services to members and serves as the channel in advocating for the rights and welfare of domestic workers.

SUMAPI was organized by the Visayan Forum Foundation Inc., a non-stock, non-profit, non-government organization working for the protection of migrant working children and women. It started in Manila in 1995 and later expanded to Davao, Bacolod, Batangas, Iloilo and Cebu. It has an estimated membership of 8,000 domestic workers and is currently composed of twenty-one (21) core group in parks, schools, communities, and parishes. Almost sixty percent of SUMAPI members are child domestic workers. SUMAPI core leaders, as during its inception in 1995, are composed mostly of rescued domestic workers who have accessed psycho-social and educational services from Visayan Forum and partners.

SUMAPI holds biennial General Assemblies, has a distinct organizational structure, and elects its own sets of officers. SUMAPI conducts its own set of activities and services for its members. It holds regular outreach programs for domestic workers, targeting those who are most invisible. It also holds regular peer counseling through the Kasambahay Hotline and during resiliency-building sessions in outreach centers. SUMAPI holds regular rights awareness and orientation among partners utilizing creative materials such as the Kasambahay Flip Chart. It also leads regular Focused Group Discussions among its officers and members in order to analyze and respond to the issues and concerns of members and of the sector.

SUMAPI holds first-level training on leadership and advocacy for its officers and members. In partnership with Visayan Forum and other stakeholders from government and the private sector, SUMAPI also trains leaders and advocates for more advanced skills such as organizational and project management.

SUMAPI links domestic workers to the network of service providers. It acts as a clearing-house for services such as educational support, skills training, center-based interventions, and alternative livelihood. It works to facilitate the development of integrated and holistic programs for their members.

SUMAPI breaks the invisibility of the domestic work sector by actively participating in decision-making both at the national and local levels. It is active in the lobbying for the passage of a Magna Carta for Domestic Workers and for complementary ordinances and regulations both at the national and local level. Its officers represent the sector in local bodies and committees and in international conferences.

SUMAPI embodies the desire and aspiration of the domestic work sector. It aims to build a more sustainable and fruitful relationship with employers. It aims to bring dignity to domestic work so that they can better contribute to genuine development and nation-building.

A society where domestic workers enjoy respect, freedom, justice, and equitably partake from the fruits of development, where domestic workers are given the opportunity to realize their potentials, with love for God and fellow citizen.

SUMAPI is promoting membership growth in the organization. Those interested must get in touch with their headquarter office in Manila.

## and Government Agencies

Following is a network of persons and institutions who may be of assistance to domestic workers.

### Local Government Units

1. **FRANCISCO A CALALAY**

Chairman, Committee on Women and Family, Sangguniang Panglunsod – Quezon City, Ground Floor, Legislative Wing  
Quezon City Hall Compound  
Elliptical Road, Barangay Central  
Diliman, Quezon City  
Tel. No. 294-3598

2. **CONSTANCIA LICHAUCO**

Barangay Bel-Air Community Center  
40 Solar Street, Bel-Air III Village, Makati City  
Tel. No. 895-4011 / 895-4408

3. **IGNACIO S. DIAZ, JR.**

Industrial Relations Officer  
IRO Office, 7<sup>th</sup> Floor, Main Building  
Quezon City Hall Compound  
Tel. No. 921-2223

4. **JOSE TATCO, JR.**

Chairman, Committee on Labor  
Sangguniang Panglunsod – Pasig City,  
3<sup>rd</sup> Floor, Pasig City Hall  
E. Caruncho Ave, Brgy. Malinao, Pasig City  
Telefax: 628-0982

5. **NAPOLEON DIONISIO**

Chairman, Committee on Manpower  
Municipality of Pateros  
G. de Borja Street, Pateros  
Metro Manila  
Tel. No. 641-1090; 642-3390  
Fax No. 641-1090

6. **ATTY. VIRGILIO FERRER**

Barangay Chairman  
Brgy UP Village, Diliman, Quezon City

7. **JERICO V. GALVEZ**

**THELMA A. SANTOS**  
**ROBERTO C. VIRAY**  
PESO Office, Quezon City Hall  
Elliptical Road, Barangay Central  
Diliman, Quezon City

Tel.. No. 925-6045 loc. 296; loc. 295

8. **CLEOFE P. ESTEBAN**

Sangguniang Panglunsod – Quezon City,  
Ground Floor, Legislative Wing  
Quezon City Hall Compound, Diliman, QC  
Tel.. No. 294-3598

9. **JOHN S. SAMANTE**

Barangay Sta. Lucia, Pasig City  
Tel. No. 655-0461  
Fax No. 640-9776/641-0435

10. **JIMMY BACAMANTE**

PESO Manager  
New Makati City Hall Building  
J.P. Rizal St., Makati City  
Tel. No. 899-8994; 899-8903  
Fax No. 899-8933

11. **MARIBEL LUMANG**

Makati Social Welfare Department  
New Makati City Hall Building  
J.P. Rizal St., Makati City  
Tel. No. 899-9037  
Fax No. 899-8739

12. **LIGAYA M. BARCINAS**

Liga ng mga Barangay – Makati City Chapter  
20<sup>th</sup> Floor, New Makati City Hall Building,  
J.P. Rizal St., Makati City  
Tel. No. 870-1121; 890-5089  
Fax No. 895-4927

13. **MARIVIC M. CRUZ**

Liga ng mga Barangay – Parañaque City  
Chapter, 2<sup>nd</sup> Floor, Legislative Building  
Parañaque City Hall, Barangay San Antonio  
Valley I, Parañaque City  
Tel. No. 826-8575  
Fax No. 899-8997

14. **EFREN ANDRADE**

Parañaque Workers' Affairs Office  
Parañaque City Hall, Barangay San Antonio  
Valley I, Parañaque City

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Tel. No. 826-8244

15. **GILDEGARDO MUNAR** 45

PESO Manager  
City Government of Marikina  
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Marikina City  
Tel. No. 646-1621  
Fax No. 646-5277

16. **ROMEO BAUTISTA**  
Recruitment Consultant  
City Government of Marikina  
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17. **BENJAMIN C. DENUEVO**  
Office of Councilor Pe  
Mandaluyong City Hall, Maysilo Circle, Boni  
Avenue, Mandaluyong City  
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Fax No. 534-1760

18. **SAMUEL MALAPIT**  
Local Legislative Assistant  
Liga-Valenzuela  
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19. **JULIO JAVIER**  
PESO Manager  
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Tel. No. 642-2237  
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20. **MYLENE CONSOLACION**  
PESO Staff  
Municipality of Pateros  
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Tel. No. 642-2270  
Fax No. 641-1090

21. **RANDY VALDEPEÑAS**  
Sangguniang Panglunsod – Caloocan City  
2<sup>nd</sup> Floor, West Wing, New Building  
Caloocan City Hall, A. Mabini Street,  
Caloocan City  
Tel. No. 288-8111

National Government  
Agencies

22. **TERESITA A. FUERTES**

National Barangay Operations Office,  
Department of Interior and Local Government  
(DILG)  
4<sup>th</sup> Floor, A. Francisco Gold Condominium II,  
Quezon City

23. **ATTY. JONE FUNG**  
Philippine Overseas Employment  
Administration (POEA), POEA Building,  
Ortigas Avenue cor. EDSA  
Mandaluyong City  
Tel. No. 722-1145  
Fax No. 724-3665; 724-3724

24. **ENGR. NICANOR BON**  
Bureau of Working Conditions (BWC-DOLE),  
3<sup>rd</sup> Floor, Muralla Wing, DOLE Building,  
Intramuros, Manila  
Tel. No. 527-3000

25. **DIR. JOSEFINO I. TORRES**  
WWRD, ILS-DOLE, 5/F DOLE Building,  
Intramuros, Manila  
Tel. No. 527-3447; 527-3452  
Fax No. 527-3491

26. **DIR. CYNTHIA R. CRUZ**  
Bureau of Women and Young Workers  
(BWYW-DOLE), 6<sup>th</sup> Floor, First Intramuros,  
BF Condominium Corporation, Solana St.,  
cor. Andres Soriano Ave., Intramuros, Manila  
Tel. No. 527-2558  
Fax No. 527-2488

27. **DIR. MA. LUISA GIGETTE S.  
IMPERIAL**  
Bureau of Local Employment (BLE-DOLE),  
6<sup>th</sup> Floor, First Intramuros, BF Condominium  
Tel. No. 528-0083  
Fax No. 527-2421

28. **DR. DULCE STRELLA - GUST**  
Occupational Safety and Health Center  
(OSHC-DOLE), North Avenue corner Agham  
Road, Diliman, Quezon City  
Tel. No. 928-6738

Non-Government &  
International  
Organizations

29. **MA. CECILIA FLORES-  
OEBANDA**  
**ROLAND PACIS**  
**JEROME ALCANTARA**  
Visayan Forum Foundation, Inc.  
4<sup>th</sup> Floor, RFM Corporate Center

Pioneer cor. Sheridan Sts., Mandaluyong  
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30. **ANTONIO ASPER**  
Federation of Free Workers (FFW)  
FFW Bldg. 1943 Taft Ave., Malate.  
Manila  
Tel No. 523-1979

31. **FRANK PADILLA**  
Couples for Christ (CFC) Global Mission  
Foundation, Inc.  
349 Ortigas Avenue, Greenhills East,  
Mandaluyong City 1554,  
Tel. Nos. 727-0682 to 87; 727-0707 to 12  
Fax 727-5777

32. **MILA LUNA TIBUBOS**  
SUMAPI  
2873 Lamayan St., Sta. Ana, Manila  
Tel No. 562-7120

33. **SR, FLOR S. OMEGA**  
Religious of Mary Immaculate  
Holy Family Social Center  
741-8612

34. **MALU MARIN**  
Action for Health Initiative (ACHIEVE)  
Tel No. 426-6147

Fax No. 414-6130

35. **NICK ARCILLA**  
Migrante-Anak Pamilya (MAP) Foundation  
Tel No. 911-8580

36. **Fr. FABIO BAGGIO**  
Scalabrini Migration Center  
Tel No. 724-3512

37. **JONATHAN BLAGBROUGH**  
Coordinator, Anti-Slavery International

38. **SERENIDAD LAVADOR**  
**MA. CONCEPCION E. SARDAÑA**  
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32. **RICARDO R. CASCO**  
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Fax No. 580-9999

# Bibliography of Project Outputs

## DOMWORK Philippines

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- **CD on the ILO Project on Mobilizing Action for the Protection of Domestic Workers from Trafficking and Forced Labour**

This compilation includes two research papers authored by ILO Consultant Nicole J. Sayres, entitled *An Analysis of the Situation of Filipino Domestic Workers* and *Strategy to Implement the Philippine Component of the ILO Project*. It also includes a documentation of the power-point presentations used by Chief Technical Adviser Lotte Kejser, SAP-FL project adviser Asha D'Souza and Ms. Sayres and the proceedings of the multi-sectoral consultation workshop conducted on May 25, 2004. This CD was produced by the project team and distributed as the key material to promote project awareness and collaborator engagement.

- **VCD Pre-employment Orientation Tool for Filipino Migrant Domestic Workers entitled “Handa Ka Na Ba?” (meaning, Are You Ready?)**

This material was produced under the DOMWORK by the Philippine Overseas Employment Administration and I-magic Productions as its contractor and was formally launched during the First National Domestic Worker Summit on September 23, 2005. It is intended as a supplemental tool in the orientation of communities in relation to the necessary understanding of the vulnerabilities of domestic workers to trafficking, forced labour and other human rights abuses as well as the measures to observe in preventing problems.

- **CD-ROM Interactive Training Tool for Foreign Service Personnel on Understanding and Handling Trafficking & Forced Labour Cases, especially of domestic workers**

This material is a specialized training facility for foreign service personnel (FSP) intended for regional application. It aims to provide a focused orientation to foreign service officers, labor attaches, welfare officers and other consular staff on the subject of trafficking for forced labour and how this relates with situations such as illegal recruitment, poor working conditions and irregular migration. This is the first- of-its-kind material produced under the project by the Foreign Service Institute-Department of Foreign Affairs in close collaboration with a regional consultant, Ms. Elaine Pearson. The Philippine government intends to apply the material in all its foreign missions as well as become a possible pre-

departure requirement for FSP's as soon as pilot-runs and consequent adjustments are successfully undertaken.

- **Publication on “An Analysis of the Situation of Filipino Workers” by Nicole J. Sayres**

This is a hard print copy of DOMWORK's situational analysis research paper which provides a good overview of the situation of Filipino domestic workers in the country and abroad. It devotes discussions on the scope of domestic work, legislative and regulatory framework, issues involving recruitment and training, reporting of abuses and the national infrastructure responding to these abuses.

- **Project Brief on Mobilizing Action for the Protection of Domestic Workers from Forced Labour and Trafficking in South-East Asia: The Philippine Component**

This publication was begun as an in-house production of the project team in July 2004 and subsequently improved in September 2005 with the engagement of professional contractor. It provides a quick glimpse of the project framework and structure, mentions about the situational analysis, target action areas and contact numbers of project office. In its later edition, it shows an account of initial outputs and results of the project.

- **Flyer on Trafficking and Forced Labour**

This flyer is a Philippine adaptation of the initiative of DOMWORK, Indonesia. It provides basic information of what trafficking in persons is all about, its components and consequences and how it impacts on labour migrants. It also provides a glimpse of ILO's work on this issue.

- **Flyer on the Protection of Domestic Workers from Forced Labour and Trafficking in Southeast Asia**

This flyer is a Philippine adaptation of the initiative of DOMWORK, Indonesia. It provides a project overview, a description of the project structure and different project components.

- **Flyer on “Filipino Domestic Workers-Maximum Demand: Minimum Protection”**

This flyer is Philippine adaptation of the initiative of DOMWORK, Indonesia. It provides primers on the realities of domestic worker situation, their vulnerability to trafficking and forced labour, the international and national laws that provide for their protection and what ILO is doing to address the issues.

- **Event publication on: National Domestic Workers Summit**

This publication under DOMWORK was produced on September 21, 2005 under the collaboration with the Visayan Forum and co-sponsorship of Anti-Slavery International and Plan to provide a background of the Summit and its program of activities, an outline of the issues of concerns and corresponding recommendations presented during the series of pre-summit consultations and provide a vehicle where political, moral and financial support of key sector leaders and partners could be engaged.

- **2006 Calendar Poster with slogan “Promote Decent Work for Domestic Workers”**

This calendar poster was produced by project team under an experimental concept of grass-root advocacy. 2000 copies of this calendar were distributed to 4 select communities and 5 organizations. In a campaign undertaken prior to distribution, the calendar was offered to bring awareness in promoting decent work of domestic workers, with an invitation to join the domestic worker organization, SUMAPI.

- **Reference Guide on Training Regulations, Household Services NC II**

This official publication produced under the project by the Technical Education and Skills Development Authority and distributed in limited institutional copies provides a comprehensive set of standards in building the skills competencies of domestic workers. It devotes sections on competencies (basic, common and core), discussions on training standards which includes curriculum design, deliver, trainee entry requirements, training facilities, trainers qualification and institutional assessment as well as policies and procedures for national assessment and certification.

- **Reference Guide on: A Model Ordinance for Domestic Workers: Proceedings of the LGUs for *Kasambahay***

This publication was produced in limited copies under the project in collaboration with the Institute of Labor Studies of the Department of Labor and Employment. It documents the proceedings of the consultation workshops held in June 14-15, 2005 among local government units as well as two models of local ordinance intended to advance the role of local government units in extending services to domestic workers. This material likewise contains a Model Employment Agreement between the domestic worker and his employer.

## 50 A New Proposed Version of the *Kasambahay* Bill

A new proposed version of the omnibus bill for domestic workers or *Kasambahay* Bill was concluded after a series of multi-partite workshops and consultations with the Senate Labor Committee, convened jointly by DOLE and the Visayan Forum. The new version attempts to narrow down contentions on items tackling terms of employment nearly like those with corporate workers (such as overtime and different types of leaves, among others) and improves the enforceability character of the bill while taking lessons from overseas employment standards. *(To date of writing, the draft Bill remains to be heard by the Tripartite Industrial Peace Council; a bicameral discussion of the Bill may take place before the same is endorsed by the Labor Committees of both Houses to the floor.)*

- **Proposed Amendments to the Regulations Governing Private Recruitment and Placement Agencies**

This document has been arrived at after a series of multi-partite deliberations and consultations convened by DOLE with the intention of strengthening the regulation with more protective obligations, liabilities of recruiters and schedule of penalties for violators, following good practices from the overseas employment model.

- **Ten Point Agenda of the National Domestic Worker Summit**

This document constitutes the high level agenda arrived at during the First National Domestic Worker Summit which involved the participation of some 300 delegates from all sectors, dominated by representatives of domestic workers from all the regions in the country. The Summit's theme "***Domestic Work is Decent Work***" is a major call in this agenda.

- **Social Compact: *Deklarasyon ng Pagbubuklod ng mga Sektor ng Lipunan tungo sa Disenteng Trabaho para sa Kasambahay*** (Declaration of Social Compact among all sectors of society towards decent work for domestic workers.)

This document, scripted in the national language, captures the expression of commitment of key representatives of society-government, private industry, trade unions, NGO's, domestic workers, international organizations, the

church and others to promote decent work for domestic workers as engaged during the National Domestic Workers Summit.

- **Research Output: Hidden but not Invisible<sup>51</sup>  
Reflection of Issues Surrounding the *Kasambahay***

This is a powerpoint summary of a survey-based research undertaken by a visiting Fulbright scholar, Ms. Aileen Beltran, shared in a roundtable discussion to the multi-sector stakeholders of DOMWORK project. The research which solicited partial guidance from DOMWORK, among other sources, was an attempt to account on how the youth as depicted by a select sample of the students values their domestic workers, how deep they understand their situation and how they relate with them.

- **Syllabus on Domestic Worker Orientation**

This document defines the curriculum of the domestic worker orientation program developed under the DOMWORK in collaboration with the Bureau of Women and Young Workers-DOLE and its contractor, EDUCARE. The program aims to offer domestic worker applicants a pre-employment orientation tool and also envisions the application of this tool with domestic workers already employed.

- **Domestic Worker Orientation Workbook**

This document being completed by the BWYW-DOLE under the DOMWORK project shall constitute as the key tool in the conduct of the envisioned 8-hour orientation program. It is designed to guide a mix of orientation processes-readings, exercises, videos and other interactive approaches to learning.

- **Domestic Worker Orientation Trainers' Manual**

This document being completed by the BWYW-DOLE under DOMWORK is envisioned to guide trainers and implementers of the domestic worker orientation program in the conduct of training.

- **Employers Orientation Flyer**

This document being completed by the BWYW-DOLE under DOMWORK is envisioned to provide the employer information about the domestic worker orientation program and how both the employer and domestic workers would benefit from it.

- **Employers' Ethical Guidelines in the Recruitment and Hiring of Domestic Workers**

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This document being completed by the Employers Confederation of the Philippines under DOMWORK is envisioned to provide a reference for the ethical practices among employers in the recruitment and hiring of domestic workers, as gathered from their own perspectives and the impact of their exposure to a series of focused group discussions on their stakes on the welfare of their respective domestic workers.

- **The ILO Program for the Protection of Domestic Workers from Trafficking and Forced Labour in the Philippines**

- This paper is DOMWORK's presentation made during the launch of the ILO Global Report on Forced Labour on July 5, 2005 which includes an overview of the domestic worker situation as well as the international instruments and ILO responses.