



O.M. No. 67, s. 2008

**OFFICE MEMORANDUM**

**TO :** ALL CSC REGIONAL OFFICE HEADS

**SUBJECT :** Conduct of the Regional Workers' Consultation

As a preparatory event to the National Workers Congress in March next year, the CSCROs shall organize a one-day **Regional Workers' Consultation** to be held from November to mid December 2008. The event's participants shall be composed of duly registered and accredited employees' organizations/unions from all government offices in the regional, provincial and lower levels, particularly their leaders. Each employees' organization shall send up to five (5) participants. As much as possible, the said consultation may be coordinated with the local employees' organizations in the region.

The event is primarily aimed at evaluating the current state of public sector unionism (PSUs) by identifying the major problems, challenges and issues that the unions face in the workplace together with the proposed solutions to these problems. There is also the need to update the existing CSC national/regional databases of registered and accredited unions including the list of CNA registration.

For a more orderly and a more systematic gathering of data, we are providing your Office with **Template 1** (*Guide Questions on the Areas of Concerns for the Regional Workers' Consultation*) and **Template 2** (*List of Union Presidents per Region and Sector*) containing both the hard and soft copies. Below are specific instructions for the CSCROs:

1. Collect registration fee from the participants depending on the actual costs of the said consultation;
2. Use Template 1 for the discussion of issues and problems on public sector unionism as well as in consolidating the outputs of the CSCRO. Template 2 shall be used in consolidating the updated list of union presidents per sector and region based on the registration of participants;
3. Divide the participants and their outputs for the discussion based on sector (e.g., NGAs, GOCCs/GFIs, LGUs, and SUCs) and as much as possible, a laptop shall be used in recording the individual group's outputs;
4. Submit only the accomplished soft copies of Templates 1 and 2 to the PRO on or before January 16, 2009 for the four (4) sectoral groups. Reports submitted after the deadline shall no longer be included in the preparation of

the national assessment report in the National Workers' Congress. Encouraged is the early submission of the said reports; and

5. Allocate two (2) hours to orient the participants on the Anti-Red Tape Law, particularly the formulation of the agency Citizen's Charter and the role of the employees' organizations in it.

Attached are the following templates (hard and soft copies):

1. Template 1 (Guide Questions on the Areas of Concerns for the Regional Workers' Consultation)
2. Template 2 (List of Union Presidents per Region and Sector)

For additional queries, please contact PRO Director Fernando M. Porio at telephone/fax no. (02) 931-4149 or email at: [pro\\_csc@yahoo.com](mailto:pro_csc@yahoo.com).

For your guidance.



**RICARDO L. SALUDO**  
Chair

November 14, 2008

**TEMPLATE 1**  
Regional Workers' Consultation

**GUIDE QUESTIONS**  
**AREAS OF CONCERN FOR THE REGIONAL WORKERS' CONSULTATION**

REGION: \_\_\_\_\_ SECTOR: \_\_\_\_\_

AREAS OF CONCERN	CONSOLIDATED RESPONSES TO QUESTIONS
<p><b>1. Union Registration and Accreditation</b></p>	<p>(Cluster similar responses/answers together. If possible, provide up to five (5) major responses.)</p> <p><b>What are the problems and issues encountered by the union on union registration and accreditation?</b></p> <p><i>On Membership:</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p><i>On the Election of Officers:</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>

**TEMPLATE 1**  
Regional Workers' Consultation

	<p><b>On Union Registration (i.e., Requirements, procedures, among others):</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol> <p><b>On Union Accreditation (i.e., Requirements, procedures, petition to challenge accreditation, among others):</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol> <p><b>On Run-Off Election:</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol> <p><b>Other issues and problems (not mentioned above):</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol>
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**TEMPLATE 1**  
Regional Workers' Consultation

	<p><b>What are your specific recommendations to improve the union registration and accreditation processes? (Recommendations shall be grouped based on the areas/sub areas of concern)</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol>
<p><b>2. Collective Negotiations</b></p>	<p><b>(Cluster similar responses/answers together. If possible, provide up to five (5) major responses.)</b></p> <p><b>What are the problems and issues encountered by the union on collective negotiation and the CNA?</b></p> <p><b>On Negotiable Matters under the CNA:</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol> <p><b>On the CNA (i.e., CNA provisions, effectivity, other matters, among others):</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol>

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	<p><b>Registration of CNA (i.e., Procedures, Effects of Registration, among others):</b></p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol> <p><b>Other issues and problems (not mentioned above):</b></p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol> <p><b>What are your specific recommendations on the negotiable matters (to make it creative and unique)?</b></p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol> <p><b>What are your specific recommendations to derive more savings for the agency?</b></p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol>
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**TEMPLATE 1**  
Regional Workers' Consultation

<p><b>3. Resolution of Grievance</b></p>	<p><b>(Cluster similar responses/answers together. If possible, provide up to five (5) major responses.)</b></p> <p><b>What are the problems and issues encountered by the union in resolving grievances?</b></p> <p>1. _____ 2. _____ 3. _____ 4. _____ 5. _____</p> <p><b>What are your specific recommendations to maximize the use of the grievance machinery?</b></p> <p>1. _____ 2. _____ 3. _____ 4. _____ 5. _____</p>
<p><b>4. Unfair Labor-Management Practices</b></p>	<p><b>(Cluster similar responses/answers together. If possible, provide up to five (5) major responses.)</b></p> <p><b>What are the problems and issues encountered by the union pertaining to unfair labor and/or management practices?</b></p> <p><b>On Unfair Practices on the part of the agency (e.g., Nature, Procedures, etc.):</b></p> <p>1. _____ 2. _____ 3. _____ 4. _____ 5. _____</p>

**TEMPLATE 1**  
Regional Workers' Consultation

	<p><b>On Unfair Practices on the part of the employees' organization (e.g., Nature, Procedures, etc.):</b></p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> </ol> <p><b>Other issues and problems (not mentioned above):</b></p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> </ol> <p><b>What are your specific recommendations to avoid unfair labor-management practices? (Recommendations shall be grouped based on the areas/sub areas of concern)</b></p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> </ol>
<p><b>5. Intra-Employees' Organization Disputes</b></p>	<p><b>(Cluster similar responses/answers together. If possible, provide up to five (5) major responses.)</b></p> <p><b>What are the problems and issues encountered by the union pertaining to intra-employees' organization disputes?</b></p> <p><b>On Exhaustion of Administrative Remedies:</b></p> <ol style="list-style-type: none"> <li>1. _____</li> </ol>



**TEMPLATE 1**  
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<ol style="list-style-type: none"><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol>	
<hr/> <p><b>On Election Disputes:</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol>	
<hr/> <p><b>On Administration of Funds:</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol>	
<p><b>Other issues and problems (not mentioned above):</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol>	

**TEMPLATE 1**  
Regional Workers' Consultation

	<p><b>What are your specific recommendations to minimize or avoid disputes among employees' organization members?</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol>
<p><b>6. Conciliation and Mediation of Disputes</b></p>	<p><b>(Cluster similar responses/answers together. If possible, provide up to five (5) major responses.)</b></p> <p><b>What are the problems and issues encountered by the union on conciliation and mediation of disputes?</b></p> <p><b>On Conciliation:</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol> <p><b>On Mediation:</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol>

**TEMPLATE 1**  
Regional Workers' Consultation

	<p><b>What are your specific recommendations to further improve the conciliation/mediation processes and encourage both parties to pursue conciliation/mediation of disputes?</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol>
<p><b>7. OTHERS</b></p>	<p><b>(Cluster similar responses/answers together. If possible, provide up to five (5) major responses.)</b></p> <p><b>What are the other problems and issues encountered by the union (not discussed above)?</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol> <p><b>What are your specific recommendations based on the problems and issues raised?</b></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li></ol>

