



DEPARTMENT OF LABOR AND EMPLOYMENT IX
PROCEDURE

QP-002-21, Revision 0, January 3, 2018

TITLE:	ESTABLISHMENT OF FAMILY WELFARE COMMITTEE
OBJECTIVE:	To facilitate the Establishment of the Family Welfare Committee and implementation of the Family Welfare Program in the company/ies.
SCOPE:	This procedure covers all the processes of establishing the Family Welfare Committee in mandatory establishments from receipt of notice of result or profile of establishments to the updating of masterlist of establishments.
INPUT/S: Functional Family Welfare Committee (FWC)	
Activity	Persons Responsible/Activity Details/Interface/References
1. Review of NIR or Profile of Establishments	1.1 FO shall review Notice of Inspection Results or Profile of Establishment. 1.2 If Establishment employs 200 or more workers and without established FWC, FO shall schedule orientation.
2. Conduct of Orientation/ Company Visit	2.1 FO shall conduct orientation on Family Welfare Program.
3. Organize the Family Welfare Committee	3.1 FO shall facilitate the organization of Family Welfare Committees. 3.2 FO shall review the functionality of the FWC. 3.3 FO shall furnish the RO with the FWC Composition.
4. Updating of Masterlist of Establishments with FWC	4.1 RO-TSSD shall update and include in the masterlist of establishments with FWC the newly-organized FWC.
OUTPUT: Family Welfare Committee Organized	

DEFINITIONS/ ACRONYMS:

- Family Welfare Program** – it is an advocacy program that draws corporate support in promoting workers' quality of life by adopting a family centered approach in the workplace.
- Family Welfare Committee** – Committee responsible in implementing in-plant program.
- Mandatory Covered Establishments** – refers to establishment employing 200 or more workers


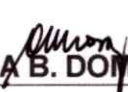


DEPARTMENT OF LABOR AND EMPLOYMENT IX
PROCEDURE

QP-002-21, Revision 0, January 3, 2018

RECORDS:

1. Notice of Inspection Result or Profile of Establishments
2. FWC Composition
3. Updated list of establishments implementing FWP

Reviewed by	Approved by
 ALBERT E. GUTIB	 OFELIA B. DOMINGO, CESO III
Assistant Regional Director/ Quality Management Representative	Regional Director