REPORT ON THE IMPLEMENTATION OF SCHEMES ADOPTED DURING PERIOD OF ECONOMIC DIFFICULTIES

1. Name of Establishment: __________________________ Address: ___________________________________________ Tel No. ______________

2. Nature of Business: ________________________________ No. of Employees: Female: _________________ Total: _________________________

3. Capitalization: ____________________________________

4. Scheme or schemes adopted    Date Started  Departments/Sections Affected   No. of employees affected
   
   A. Reduction of workdays   [   ] __________________________________________________________________________
   B. Rotation of workers   [   ] __________________________________________________________________________
   C. Forced leave   [   ] __________________________________________________________________________
   D. Compressed workweek   [   ] __________________________________________________________________________
   E. Shortened meal period   [   ] __________________________________________________________________________
   F. Other arrangements   [   ] __________________________________________________________________________

   [  *  Attach a comparison of regular work schedule and new work schedule per scheme, except C.]

5. Implication of the scheme/s adopted on:
   
   A. employees (Describe briefly)

   B. Employer (Describe briefly)

6. Is there an agreement executed?  Yes _____________[Attach copy/ies]  No ______________

7. Is there a waiver executed?   Yes _____________[Attach copy/ies]  No ______________

____________________________________   ________ _____________________________
Employees’ Representative                    Employer / Representative

Date Accomplish: _______________________________