



# Public Sector Labor-Management Council

Civil Service Commission Central Office Building  
Batasang Pambansa Complex, Constitution Hills, Diliman, 1126 Quezon City  
Tel No.: 931-80-71, Telefax No.: 931-4149

## INTERNAL PROCEDURES IN THE CONDUCT OF THE PSLMC MEETINGS UP TO THE APPROVAL AND SIGNING OF PSLMC RESOLUTIONS

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### PLSMC RESOLUTION NO. 6, S. 2010

**WHEREAS**, in accordance with the provisions of Section 3, Article XIII of the 1987 Constitution guaranteeing the rights of all workers to self-organization, collective bargaining and negotiations and to participate in policy and decision-making processes affecting their rights and benefits as may be provided by law, Executive Order No. 180 entitled "Providing Guidelines for the Exercise of the Right to Organize of Government Employees, Creating a Public Sector Labor-Management Council, and for Other Purposes" was promulgated on June 1, 1987;

**WHEREAS**, the "Amended Rules and Regulations of Executive Order No. 180 Governing the Exercise of the Right of Government Employees to Organize" was promulgated on March 16, 2005;

**WHEREAS**, pursuant to the aforementioned provision of Executive Order No. 180, the Public Sector Labor Management Council (PSLMC) composed of the Chairman of the Civil Service Commission as Chairman, the Secretary of the Department of Labor, as Vice Chairman, the Secretaries of the Department of Finance, the Department of Justice and the Department of Budget and Management as Members, was created. Further, the same provision provides that "the Council shall implement and administer the provisions of this Executive Order". For this purpose, the Council shall promulgate the necessary rules and regulations to implement this Executive Order;

**WHEREAS**, considering the delay in the process of approval of resolutions relating to the promulgation and implementation of the provisions of the law and in resolving conflicts between union members and employers which results to a denial of their rights guaranteed by the Constitution, a more efficient and convenient process must be formulated;

**WHEREAS**, pursuant to the powers vested to the Council to promulgate and implement the provisions of the law, the following internal rules are hereby adopted: \*

Definition of Terms:

1. **Council** – shall mean the Public Sector Labor Management Council (PSLMC).
2. **Members** – shall mean the representatives from the Civil Service Commission (CSC), the Department of Labor and Employment (DOLE), the Department of Budget and Management (DBM), the Department of Finance (DOF), the Department of Justice (DOJ) and the Sectoral Representatives (SR) from the National Government Agencies (NGA), Government Owned and Controlled Corporations (GOCCs), Local Government Units (LGU) and State Universities and Colleges (SUCs).
3. **PSLMC Secretariat** –refers to the CSC Personnel Relation Office (PRO)

**I. SCHEDULE OF PSLMC MEETINGS**

1. At the start of the calendar year, the CSC-PRO as Secretariat to the PSLMC submits the proposed schedule of the PSLMC meetings for approval/revision by the Council within fifteen (15) days.
2. The PSLMC Secretariat and any Council member may request for the conduct of a special and/or emergency meeting to be approved by the Council and Members.

**II. PREPARATIONS FOR THE PSLMC MEETINGS**

3. For the regular PSLMC meeting, including special and emergency meetings, the CSC-PRO prepares the Agenda to be taken up. The Agenda may include a summary of the following:
  - Minutes of the Previous Meeting
  - Administrative Matters
  - Policy Matters/Cases
  - Union Cases for Resolution
  - Other Matters

Copies of the resolutions (draft or otherwise), letters and proposals may likewise be appended to the Agenda.

**A. FOR REGULAR COUNCIL MEETING**

4. The PSLMC Secretariat is given at least ten (10) working days before the scheduled Council meeting to prepare and submit the Agenda Folder to the Council containing the matters to be taken up in the regular meeting. *of*

5. Any member of the Council may request the PSLMC Secretariat to include in the Agenda, new matter/s and/or any business arising from the previous meeting which have not been taken up in the immediately preceding Council meeting one (1) month before the schedule of the Council Meeting.
6. The Members may request the Council through the PSLMC Secretariat to include in the Agenda, their recommendation/s and other proposal/s for discussion in the scheduled Council meeting at least one (1) month before the scheduled Council meeting.
7. The Sectoral Representatives in the Council meetings may request the Council through the PSLMC Secretariat to include in the Agenda, their recommendation/s and other proposal/s for discussion in the scheduled Council meeting at least one (1) month before the scheduled Council meeting.
8. New and unfinished business matters arising from the previous Council meetings that are not submitted within the prescribed period shall be considered in the Agenda of the subsequent Council meeting.

#### **B. FOR SPECIAL COUNCIL MEETING**

9. The Council after consultation with and in consideration of its Members, may request to convene a special or emergency meeting anytime. Any of the Council members may manifest one's view on the issue; once accepted, the date and purpose of the said meeting shall be scheduled in coordination with the PSLMC Secretariat.
10. Once notified, the PSLMC Secretariat sets the schedule of the special meeting and prepares the draft Agenda.
11. A Notice of Meeting and the draft Agenda shall be disseminated to the Council within two (2) days from receipt of the request for Special Meeting, for their comments.
12. The Agenda folder shall be furnished to the Council at least five (5) working days before the schedule of the Special Meeting.

#### **III. REVIEW OF THE AGENDA FOLDER AND SUBMISSION OF DISSENTING OPINION AND INITIAL COMMENTS FOR THE PSLMC MEETING**

13. The Council members shall, after reviewing the Agenda folder within the two-week period, submit its dissenting opinion and/or initial comments if there be any, to the PSLMC Secretariat at least five (5) days before the conduct of the PSLMC meeting. *da*

14. In case of dissenting opinion in a Policy Resolution, the proponent who dissents from the draft resolution may submit an alternative policy resolution embodying his/her version for the consideration of the Council.
15. In case of a dissenting opinion in the Decision/ Resolution of a case, the proponent who dissents from the draft resolution may submit his/her proposed draft. The revised/modified case Resolution/Decision must be supported with discussion citing the law and jurisprudence relied upon, for the consideration of the Council.
16. The PSLMC Secretariat shall consolidate the dissenting opinion and initial comments for presentation during the Council meeting and shall provide the Members of the draft resolution for their opinion/ correction at least fifteen (15) working days before the conduct of PSLMC meeting for consideration of the Council members.

#### **IV. CONDUCT OF THE PSLMC MEETING**

17. The Council shall deliberate on the approved Agenda.
18. The PSLMC Secretariat receives instructions from the Council on any related and/or urgent matters, records the proceedings of the Council meeting, the dissenting opinion and the comments as well as the agreements and decisions of the Council.
19. Likewise, the PSLMC Secretariat receives instructions from the Council on any related and/or urgent matters.

#### **V. POST PSLMC MEETING**

##### **A. PREPARING THE TRANSCRIPTION IN ONE (1) MONTH**

20. The PSLMC Secretariat shall prepare the minutes of the proceedings of the Council meetings and submit the same for the review of the members one (1) month after the conduct of the meeting.

##### **B. INTEGRATING THE AGREEMENTS/DECISIONS IN THE FINAL RESOLUTION IN ONE (1) MONTH OR LESS**

21. The PSLMC Secretariat shall revise the draft resolution incorporating the agreements reached and instructions given by the Council during its deliberation and submit the final draft to the Council for its approval and signature within one (1) month from the date of the Council Meeting. *of*

## **VI. SUBMITTING THE FINAL RESOLUTION TO THE COUNCIL MEMBERS**

### **A. NO DISSENTING OPINION AND/OR ADDITIONAL COMMENTS**

22. The final resolutions are submitted to the Council members for approval and/or signing.
23. The order of signing by the Council members is as follows:
- a) Chair of the PSLMC;
  - b) Vice Chair of the PSLMC;
  - c) PSLMC member – DOJ;
  - d) PSLMC member – DOF; and
  - e) PSLMC member – DBM.

The sequence of signing for the Council members may vary from time to time depending on the availability of the Council members and for other reasons.

24. Each Council member is given at least five (5) working days within which to approve and sign the final resolution, from receipt thereof.
25. The PSLMC Secretariat shall follow up the signing of these final resolutions from the concerned Council member.
26. The alternate-representative of the Council member shall brief their principals on whatever agreements and decisions that were arrived at during the scheduled Council meeting and shall ensure that the final resolution is signed with dispatch by the principal.
27. After the five-day signing period, the PSLMC Secretariat in close coordination with the concerned Council member and its alternate-representative, shall retrieve the copy of the final resolution (with or without the affixed signature of the Council member).
28. Therefrom, said copy is submitted to the other remaining Council members for approval and/or signing.
29. In the event that three (3) or more Council members are not able to approve and/or sign the final resolution, the PSLMC Chair may allow the concerned members to sign the final resolution within two (2) days from receipt of the final resolution.
30. In case a Council member is absent, e.g. he/ she is out of the country or on leave, such fact shall be stamped above his/her printed name. †

## **B. WITH DISSENTING OPINION AND/OR ADDITIONAL COMMENTS**

31. During the five-day signing period, the concerned Council member shall submit to the Council through the PSLMC Secretariat, his/her dissenting opinion and/or provide additional comments on the final resolution.
32. Given the dissenting opinion and/or additional comments from the Council members, the PSLMC Chair shall instruct the PSLMC Secretariat to do any of the following:
  - a. Consider the dissenting opinion and/or additional comments in the final resolution and revise it accordingly within five (5) days and submit anew the revised final resolution to the Council members for approval and signing.
  - b. The dissenting opinion shall be appended to the final resolution duly approved and signed by the majority of the Council members.
  - c. Include the dissenting opinion in the next PSLMC meeting for further discussion.

## **VII. APPROVAL AND SIGNING OF THE PSLMC RESOLUTIONS**

### **A. APPROVAL OF THE FINAL RESOLUTION**

33. The signatures of at least three (3) Council members shall be necessary to approve a resolution and render a decision. In cases of policy matters, the unanimous concurrence of the Council members is required.
34. The date of signing of the PSLMC resolution by the last Council member shall be the date of its promulgation and effectivity, unless otherwise provided in the resolution itself.
35. The signature of a Council member in a resolution being routed during the signing period whose membership has expired by virtue of his/her reappointment to another position, retirement, completion of his/her term of office or separation from the service, among others, before the promulgation and/or effectivity of the same, shall be deemed withdrawn or considered ineffective. In such case, the PSLMC Secretariat shall submit anew the said resolution for the signature and approval of the newly appointed and/or designated Council member.
36. All discussions and deliberations of the Council shall be treated with confidentiality. Any draft resolution shall be confidential until after it is promulgated.

**WHEREFORE**, it is hereby **RESOLVED** that this Resolution shall take effect immediately upon its approval.

Quezon City, 29 JUN 2010



**FRANCISCO T. DUQUE III**  
Chairman, Civil Service Commission  
**CHAIRMAN**



**MARIANO D. ROQUE**  
Secretary, Department of Labor and Employment  
**VICE-CHAIRMAN**

Dept. of Labor & Employment  
Office of the Secretary

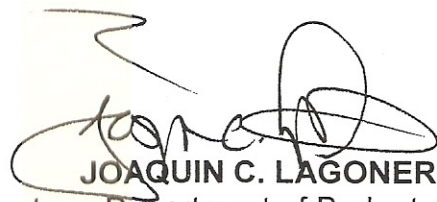


**ALBERTO C. AGRA**  
Acting Secretary, Department of Justice  
**MEMBER**



**MARGARITO B. TEVES**  
Secretary, Department of Finance  
**MEMBER**

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**JOAQUIN C. LAGONERA**  
Acting Secretary, Department of Budget and Management  
**MEMBER**

Attested by:



**ALAN F. ALEGRIA**  
Director/IV, Personnel Relations Office  
Civil Service Commission  
**Chair, PSLMC Secretariat**

Department of Justice  
SACA-10-0008088

