



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-MPP-ER/LR-P003-(01)	
TITLE/DESCRIPTION: POLICY ON LABOR-MANAGEMENT COOPERATION			
EFFECTIVE DATE: April 15, 2025	REVISION DUE: April 14, 2028	REPLACES NUMBER: DPOTMH-D-48-P03	NO. OF PAGES: 1 of 6
APPLIES TO: All concerned employees		POLICY TYPE: Multi Disciplinary	

PURPOSE:

RMCI recognizes the right of employees for self-organization, and believes that labor and management are social partners sharing a common interest in the success and growth of the enterprise and the economy. Specifically, it aims to:

1. promote workers' participation in decision-making processes;
2. create a labor relations climate conducive to productivity improvement;
3. improve the quality of working life, and;
4. achieve and sustain economic growth.

Labor-Management Cooperation is a state of relations where labor and management work hand-in-hand to accomplish certain goals using mutually acceptable means. It is the outcome of a continuing process of enhancing mutual trust and respect through information sharing, discussion, consultation, and negotiations as schemes of worker's participation in the decision making process on **matters not covered by the Collective Bargaining Agreement**. In order to promote Labor-Management Cooperation, indirect and direct participation mechanisms shall be utilized such as joint bodies and small group activities. Through the Labor-Management Cooperation, employees are able to participate in the decision-making process and be in an avenue where they can freely air complaints. The management on the other hand will be able to demonstrate responsiveness to constructive suggestions and foster a channel of communication with employees where their know-hows and creativeness will be put into consideration. This will also be an opportunity to demonstrate that the union plays a constructive role beyond traditional contract negotiations and settlement of grievances.

The RMCI's Labor-Management Cooperation shall be composed of two groups; the (1) Labor-Management Council and the (2) Employee-Management Cooperation.

DEFINITIONS:

Labor-Management Council (LMC)- refers to joint core group organized to **make or participate in decision making** for matters affecting employment and organizational effectiveness.

Employee-Management Cooperation (EMC)- refers to the **joint consultative** bodies organized for the purpose of discussing and making recommendations to the management for matters affecting employment and organizational effectiveness.

RESPONSIBILITY:

Human Resource Division personnel, Labor Union Members, Labor Committees





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POLICY:

A) Labor Management Council

1. Pursuant to Article XIII, Section 1 of the Collective Bargaining Agreement, the RMCI and PACIWU agree to organize a Labor Management Council for the purpose of discussing and deciding issues of equal concern to both Labor and Management.
2. The council shall be composed of an adequate number of representatives from Labor and Management. The Labor representatives shall be represented by the President, Vice-President, and Secretary while the Management shall be represented by the Vice-President-Chief Operating Officer, Human Resources Division Head, and Labor Relations Supervisor or its authorized representative.
3. The Labor Management Council shall regularly convene at least once every quarter. Parties may request for a special meeting for when the need arises provided that members are notified in writing, at least five (5) days prior the special meeting.
4. All meetings to be conducted shall reach a quorum of five (5) consisting of the Union President, Union Vice-President, Union Secretary, Vice-President- Chief Operating Officer or the Human Resources Division Head, and the Labor Relations Supervisor or its authorized representative.

B) Employee-Management Cooperation

1. The Employee-Management Cooperation shall be composed of an adequate number of representatives from labor and management.
2. The Labor representatives shall be elected by at least the majority of the workers in the establishment.
3. The Management shall be represented by top level officials, Division Heads, Labor Relations Supervisor, and Department Managers including supervisors.
4. For the sake of equitable representation in the committees, the Chairman and Co-Chairman shall be represented by both Labor and Management. Under no circumstances shall the two (2) committee headship positioned be governed by either Labor representatives only or Management representatives only.
5. The Chairman and Co-Chairman of the different committees shall appoint two representatives from both Labor and Management, to be submitted to the Employee-Management Corporation Chairperson.
6. RMCI Employee-Management Cooperation shall be composed of the following committees:
 - a) *Safety and Health Committee*- this committee shall be in charge of establishing and



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evaluating programs and policies for safety and health improvement and responses.

- b) *Professional Decorum Committee*- this committee shall be in charge of establishing and evaluating programs and policies for observance of professionalism in the workplace
- c) *Sports, Cultural, and Recreation Committee*- this committee shall be in charge of establishing and evaluating programs and policies pertaining to involvement of employees in sports and recreational activities.
- d) *Employee and Family Welfare Committee*- this committee shall be in charge of establishing and evaluating programs and policies for workers' quality of life by incorporating a family-centered approach.

- 7. The RMCI shall allocate budget for the Labor-Management Council and Employee-Management Cooperation programs identified by the committees based on business affordability and priority.
- 8. In case of resignations, parties shall appoint a replacement and shall submit nominations to the EMC Chairperson.





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C) Committee Establishment

To ensure the orderly operations of the Council, it is desirable that the parties agree on basic guidelines or principles

1. Both parties shall come up with committee objectives that are consensual to employees.
2. Both parties shall come up with the coverage of committee's activities.
3. Time, place, duration and frequency of meeting must be agreed upon at least once every 2 months.
4. The procedure for the timing and exchange of agenda must be agreed by the Committees.
5. Both parties shall appoint a secretariat who will be in charge of the recording, maintenance and dissemination of minutes of meetings.
6. Both parties must adhere to the quorum consisting of the Chairman and Co-chair with at least two (2) members.

D) Formulation of Labor-Management Cooperation Programs

1. An orientation on labor-management cooperation will be conducted by the National Conciliation and Mediation Board (NCMB).
2. Both parties will then recognize common objectives and problems, and the need to cooperate and agree on mutually acceptable solutions.
3. Once objectives and problems are identified, determination of appropriate organizational structure shall take place and adoption of operating guidelines to govern the cooperation program.
4. The committees shall set-up of the operating structure alongside the training of persons involved in the cooperation program
5. Identification and prioritization of problems shall then take place
6. Formulation and development of plans and projects shall follow and its implementation
7. Monitoring and evaluation of projects shall be conducted by the committees to gather feedback and identify aspects for improvement.





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PROCEDURE (SOP): N/A
WORK INSTRUCTION: N/A
WORK FLOW: N/A
FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	JOYCEE A. MESA Acting OD Specialist		03-19-25	
Reviewed by:	WENDY MAE D. GOMEZ Accreditation & Documentation Manager		03-20-25	
Approved by:	RONEL JAY Y. FERRER ER/LR Supervisor		3-24-25	
	NANCY B. HIZON Human Resources Division, Head		3-24-25	
	SOCORRO VICTORIA L. DE LEON VP/Chief Operating Officer		04/02/25	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		04/08/25	

