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USAID Opportunity 2.0 Program:  
Second-Chance Opportunities for Out-of-school Youth  
**LIFE SKILLS FOR SELF-DIRECTED LEARNING**



**MODULE 6: Rights and Responsibilities of  
Workers and Employers**

LEARNER'S HANDBOOK

## Acknowledgements

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As part of the Journey to Self-Reliance, the education system of DepED ALS will be strengthened to reach vulnerable out-of-school youth through providing them with second chance education so that learners are better equipped with the soft and leadership skills they need to excel in the labor market today and into the future.

The Life Skills Curriculum is an adaptation of EDC's globally recognized Work Ready Now.

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## Module 6: Rights and Responsibilities of Workers and Employers

***“Ang bawat karapatan ay may kaakibat na responsibilidad”***





*Every right implies a responsibility.*

### Rights and Responsibilities of Workers and Employers Objectives

By the end of the module, you will:

- ✓ Understand the concepts of rights and responsibilities
- ✓ Be familiar with the rights & responsibilities of workers and employers in the Philippines
- ✓ Know how to apply one's rights and responsibilities in the workplace

### Module Overview

 Activity	 Time
 <b>Session 1: Understanding Rights &amp; Responsibilities</b>	
1: Introductory Activity	30-50 minutes
2: What's a Right and What's a Responsibility?	30-45 minutes
 <b>Session 2: Rights &amp; Responsibilities Under the Labor Code of the Philippines</b>	
3: Introductory Activity	20-30 minutes
4: Responsibilities of Workers and Employers	20-40 minutes
5: Applying What We Learned About Philippine Labor Laws	40-60 minutes
6: Review, Wrapping Up, and Application	90-110 minutes
	<b>Total Time: 3 hrs 50 min – 5 hrs 35 min</b>

### Written Assignments

*This is a checklist of all the written documents for learners to accomplish. The facilitator will put a tick mark on the submitted outputs and follow-up on those that have not been submitted yet.*

- ☐ 6.1: Human Rights
- ☐ 6.2: Universal Declaration of Human Rights
- ☐ 6.3: Rights or Responsibilities at Work?
- ☐ Session 1 Writing Space
- ☐ 6.4: Responsibilities of the Employer and the Worker
- ☐ 6.5: Labor Code Excerpts
- ☐ Session 2 Writing Space

## SESSION 1: UNDERSTANDING RIGHTS & RESPONSIBILITIES

**Learning Strand 4:** Life and Career Skills

**Content Standard:** Ability to Earn a Living (Employment)

**Performance Standard:** Apply working knowledge, attitudes, and work-related skills as an employed person to earn a living and improve one's economic status

### Learning Competencies:

- |           |   |
|-----------|---|
| <b>22</b> | <p>Discuss the rights and responsibilities of employees and employers. This includes: - LSL4LC-AE-PSA-AE/JHS-22</p> <ul style="list-style-type: none"> <li>● Workers' rights and responsibilities</li> <li>● Employers rights and responsibilities</li> <li>● Terms and condition of employment and employee benefits</li> <li>● Health and safety in the workplace</li> <li>● Harmonious and productive work relationships (colleagues, superior, subordinates)</li> </ul> |
|-----------|---|

### ↔ Key Topics and Learning Points ↔

1. Universal human rights
2. Personal rights and responsibilities
3. Rights and responsibilities of workers
4. Rights and responsibilities of employers

- ★ All people have **basic universal human rights**: right to a home, food, education, protection, healthcare, religion, to vote, to work.
- ★ At work employees have rights and responsibilities just as employers do too.

### Activity 1: Introductory Activity

#### Objectives:

- ✓ Identify workers' rights and responsibilities
- ✓ Be familiar with universal human rights
- ✓ Take the Learner's Reflection

🕒 **Recommended Time:** 30-50 minutes

Welcome to Module 6: Rights & Responsibilities of Workers and Employers! In the previous module on Safety and Health at Work, we learned about hygiene and sanitation, as well as about hazards and emergencies.



What did you learn from the module on Safety and Health at Work?

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Read the proverb at the beginning of the module. What does it mean? How is it related to work?

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This module will focus on Rights and Responsibilities of Workers and Employers. What are examples of a right and a responsibility that goes with that right?

For example:

- The right to education comes with a responsibility to study well;
- The right to clean water comes with a responsibility to take care of the environment.

Name two or three:

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This module will talk about some universal rights, one's personal rights, as well as the rights and responsibilities of employees and employers. The Labor Code of the Philippines is the law that governs employment practices and labor relations in the Philippines.

## Learners' Reflection: Module 6 Rights and Responsibilities of Workers and Employers

*This is not a test but is a way for us to see what you already know or do not know about the topics. Read a skill that is listed in the left column. Think about yourself and your experience. Read the statements across the top. Check the column that best represents your situation.*

*Ang mga katanungan dito ay hindi test. Ito ay isang paraan upang malaman natin ang inyong kaalaman, kasanayan o kakayahan tungkol sa paksang ito. Lahat ng inyong mga kasagutan ay ating tatanggapin.*

*Basahin ang bawat tanong. Magbalik-tanaw sa inyong mga karanasan at lagyan ng tsek ang sagot na naaangkop sa inyong sitwasyon.*

<b>My experience</b> <b>Knowledge, skills and abilities</b> <i>Kaalaman, kasanayan at kakayahan</i>	<b>1</b> <b>I don't have any experience doing this.</b> <i>Wala akong karanasan sa paggawa nito</i>	<b>2</b> <b>I have very little experience doing this.</b> <i>May kaunti akong karanasan sa paggawa nito</i>	<b>3</b> <b>I have some experience doing this.</b> <i>Mayroon akong karanasan sa paggawa nito</i>	<b>4</b> <b>I have a lot of experience doing this.</b> <i>Marami akong karanasan sa paggawa nito</i>
Identify universal human rights / <i>Pagtukoy sa pang-unibersal na karapatang pantao</i>				
Know the rights and responsibilities of workers and employers according to the Philippine Labor Code / <i>May kaalaman tungkol sa karapatan at tungkulin o responsibilidad ng mga manggagawa at empleyado ayon sa Philippine Labor Code</i>				
Know and use the health & safety regulations in the Philippine Labor Code / <i>Pagsasagawa ng mga tuntunin para sa kalusugan at kaligtasan ayon sa Philippine Labor Code</i>				
Use several appropriate strategies to stand up for my rights or take action to address a problem at work / <i>Paggamit ng mga angkop na estratehiya o pamamaraan para panindigan ang aking karapatan, o para maaksiyunan ang problema sa trabaho</i>				

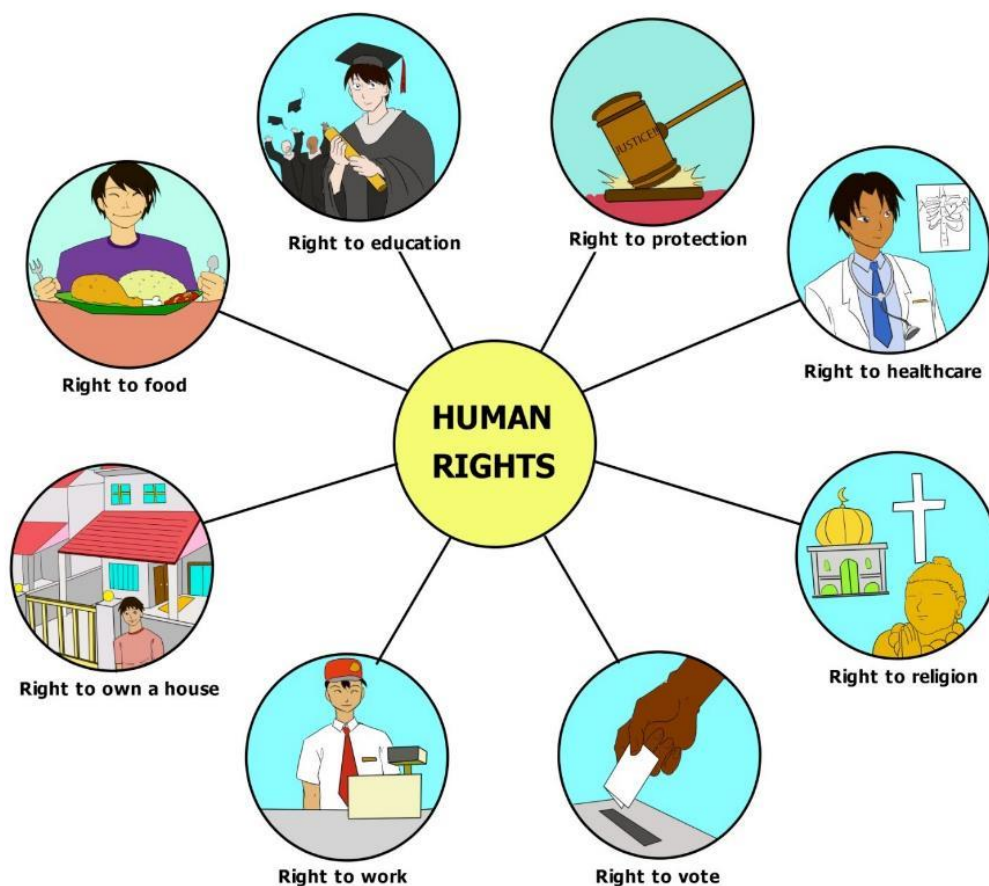




## 6.1: Human Rights



Each picture depicts one of the essential human rights. Place a check mark beside the one we are most concerned about in the Life Skills course.



What do you understand about each picture?

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## 6.2: Universal Declaration of Human Rights



### Think about it!

Read each item carefully. In the column beside each statement, jot down words that may be unclear to you. Look these words up in the dictionary or discuss them with your Mobile Teacher.

Plain Language Version 1:

1. When children are born, they are free and each should be treated in the same way. They have reason and conscience and should act towards one another in a friendly manner.	
2. Everyone can claim the following rights, despite <ul style="list-style-type: none"> <li>• a different sex</li> <li>• a different skin color</li> <li>• speaking a different language</li> <li>• thinking different things</li> <li>• believing in another religion</li> <li>• owning more or less</li> <li>• being born in another social group</li> <li>• coming from another country</li> </ul> <p>It also makes no difference whether the country you live in is independent or not.</p>	
3. You have the right to live, and to live in freedom and safety.	
4. Nobody has the right to treat you as his or her slave and you should not make anyone your slave.	
5. Nobody has the right to torture you.	
6. You should be legally protected in the same way everywhere, and like everyone else.	
7. The law is the same for everyone; it should be applied in the same way to all.	
8. You should be able to ask for legal help when the rights your country grants you are not respected.	
9. Nobody has the right to put you in prison, to keep you there, or to send you away from your country unjustly, or without good reason.	

10. If you go on trial this should be done in public. The people who try you should not let themselves be influenced by others.	
11. You should be considered innocent until it can be proved that you are guilty. If you are accused of a crime, you should always have the right to defend yourself. Nobody has the right to condemn you and punish you for something you have not done.	
12. You have the right to ask to be protected if someone tries to harm your good name, enter your house, open your letters, or bother you or your family without a good reason.	
13. You have the right to come and go as you wish within your country. You have the right to leave your country to go to another one; and you should be able to return to your country if you want.	
14. If someone hurts you, you have the right to go to another country and ask it to protect you. You lose this right if you have killed someone and if you, yourself, do not respect what is written here.	
15. You have the right to belong to a country and nobody can prevent you, without a good reason, from belonging to a country if you wish.	
16. As soon as a person is legally entitled, he or she has the right to marry and have a family. In doing this, neither the color of your skin, the country you come from nor your religion should be impediments. Men and women have the same rights when they are married and also when they are separated. Nobody should force a person to marry.	
17. The government of your country should protect you and the members of your family.	
18. You have the right to own things and nobody has the right to take these from you without a good reason.	
19. You have the right to profess your religion freely, to change it, and to practice it either on your own or with other people.	
20. You have the right to think what you want, to say what you like, and nobody should forbid you from doing so. You should be able to share your ideas also — with people from any other country.	
21. You have the right to organize peaceful meetings or to take part in meetings in a peaceful way. It is wrong to force someone to belong to a group. You have the right to take part in your country's political affairs either by belonging to the government yourself or by choosing politicians who have	

the same ideas as you. Governments should be voted for regularly and voting should be secret. You should get a vote and all votes should be equal. You also have the same right to join the public service as anyone else.	
22. The society in which you live should help you to develop and to make the most of all the advantages (culture, work, social welfare) which are offered to you and to all the men and women in your country.	
23. You have the right to work, to be free to choose your work, to get a salary which allows you to support your family. If a man and a woman do the same work, they should get the same pay. All people who work have the right to join together to defend their interests.	
24. Each work day should not be too long, since everyone has the right to rest and should be able to take regular paid holidays.	
25. You have the right to have whatever you need so that you and your family: do not fall ill or go hungry; have clothes and a house; and are helped if you are out of work, if you are ill, if you are old, if your wife or husband is dead, or if you do not earn a living for any other reason you cannot help. Mothers and their children are entitled to special care. All children have the same rights to be protected, whether or not their mother was married when they were born.	
26. You have the right to go to school and everyone should go to school. Primary schooling should be free. You should be able to learn a profession or continue your studies as far as wish. At school, you should be able to develop all your talents and you should be taught to get on with others, whatever their race, religion or the country they come from. Your parents have the right to choose how and what you will be taught at school.	
27. You have the right to share in your community's arts and sciences, and any good they do. Your works as an artist, writer, or a scientist should be protected, and you should be able to benefit from them.	
28. So that your rights will be respected, there must be an	

'order' which can protect them. This 'order' should be local and worldwide.	
29. You have duties towards the community within which your personality can only fully develop. The law should guarantee human rights. It should allow everyone to respect others and to be respected.	
30. In all parts of the world, no society, no human being, should take it upon her or himself to act in such a way as to destroy the rights which you have just been reading about.	

Source: <http://www.un.org/Pubs/CyberSchoolBus/humanrights/>

## Activity 2: What's a Right and What's a Responsibility?

### Objectives:

- ✓ Be familiar with their own personal rights and responsibilities
- ✓ Discuss the relationship between rights and responsibilities

 **Recommended Time:** 30-45 minutes



A general definition for a 'right' is anything that is due to a person by law or tradition. A general definition for 'responsibility' is a duty or obligation; something for which one is accountable.



Some of you may already be working for an employer, while others are still planning to look for work. Others work at home, maybe helping the family business. Does your situation qualify you as a worker? Workers include teachers, farmers, fishermen, carpenters, bakers, electricians, drivers, security guards, dressmakers, etc. Under the labor law, a worker is any member of the labor force, whether employed or unemployed<sup>1</sup>.

<sup>1</sup> Adapted from the DepED ALS A&E module on Workers' Rights and Responsibilities



### Let's Apply!

For every given right there is a corresponding responsibility. Pick five rights from the Universal Declaration of Human Rights and write 2 corresponding responsibilities for each. The first row is an example.

Right	Responsibility
<b>Example:</b> The government of your country should protect you and the members of your family.	<ul style="list-style-type: none"> <li>You should follow the laws of your country.</li> </ul>



### 6.3: Rights or Responsibilities at Work?

'Rights' are what you can expect your employer to provide, while 'responsibilities' are what your employer can expect from you. For example, it is the right of the employee to receive clear instructions and expectations about the job from the employer, and it is the employee's responsibility to do the job based on the instructions and expectations given by the employer.

The activities listed below are some of the things that you might expect from your employer, and some of the activities are things that your employer might expect of you. Read the activities listed on the left side and decide which ones are your 'responsibilities' and which ones are your 'rights'. Mark an X in the corresponding column.

Activity	Right	Responsibility
Receive fair pay at the correct time		
Do all work in a safe manner and be mindful of other people's safety at all times		
Arrive on time and stay until the work day has ended		
Have time for regular breaks		

Activity	Right	Responsibility
Work in a safe workplace		
Use all equipment safely		
Handle with care the equipment and materials at the workplace		
Return materials and/or equipment after use		
Wear protective clothing, gear or paraphernalia		
Be trained in how to use equipment		
Ask for help and learn from others		
Be given clear information about the job and expectations		
Have the right equipment and materials to do the work properly		
Have a positive attitude about work		
Ask questions in a way that respects co-workers		
Do a good job and finish on time		
Follow instructions given by the employer		



### **Session 1– Writing Space**

Use this space to complete any of the written assignments above or write any thoughts or ideas that have come to mind on rights and responsibilities of a worker.

**Congratulations! You have completed the session on understanding rights and responsibilities. You are now ready to learn more about The Labor Code of the Philippines.**



## SESSION 2: RIGHTS AND RESPONSIBILITIES UNDER THE LABOR CODE OF THE PHILIPPINES

**Learning Strand 4:** Life and Career Skills

**Content Standard:** Ability to Earn a Living (Employment)

**Performance Standard:** Apply working knowledge, attitudes, and work-related skills as an employed person to earn a living and improve one's economic status

**Learning Competencies:**

- |           |   |
|-----------|---|
| <b>22</b> | <p>Discuss the rights and responsibilities of employees and employers - LS4LC-AE-PSA-AE/JHS-22. This includes:</p> <ul style="list-style-type: none"> <li>• Philippine labor laws, e.g., contractualization, minimum wage, lawful and unlawful dismissal</li> <li>• Demonstrate familiarity with the legal rights and responsibilities of employees</li> <li>• Demonstrate an understanding of the role of unions and other employer and employee associations</li> </ul> |
|-----------|---|

### ↔ Key Topics and Learning Points ↔

1. Workers wages and benefits based on the Philippines labor law
  2. Workers and employers responsibilities based on the Philippines labor law
- 
- ★ Art. 83. Normal hours of work
  - ★ Art. 139. Minimum employable age
  - ★ Art. 92. When employer may require work on a rest day
  - ★ Art. 95. Right to service incentive leave
  - ★ Art. 211. Declaration of Policy

### Activity 3: Introductory Activity

#### Objectives:

- ✓ Become more familiar with workers' rights and responsibilities based on some provisions of the Labor Code of the Philippines
- ✓ Become familiar with employers' responsibilities based on some of the provisions of the Labor Code of the Philippines

 **Recommended Time:** 20-30 minutes

Imagine that you have completed your course. You applied for a job as an encoder in an office and you were hired. Before you start working it is important for you to know your rights and responsibilities under the Philippines labor law.



Brainstorm a list of the rights and responsibilities you think you will have as an encoder in an office.

My Rights	My Responsibilities



Read the statements below that have to do with rights in the workplace. For each statement, write TRUE or FALSE based on your understanding of labor laws in the Philippines. If you think it is FALSE, change the statement to make it TRUE.

Statement	TRUE or FALSE
1. The Philippine work week consists of 45 hours.	
2. Young people under the age of 15 may work if they have their parent's permission.	
3. Employers may require its employees to work even during rest days.	
4. Workers should not get involved in policy decisions about his/her rights because the government is the one making those decisions.	
5. Workers are entitled to paid leave at the employer's expense.	



Now you can read some of the articles in the Labor Code of the Philippines. Correct your answers above based on what you learn about in the information below. Discuss your answers with your Mobile Teacher to validate your answers.

Provisions under the Labor Code of the Philippines
Art. 83. <b>Normal hours of work.</b> The normal hours of work of any employee shall not exceed eight (8) hours a day.
Art. 139. <b>Minimum employable age.</b> a. No child below fifteen (15) years of age shall be employed, except when he works directly under the sole responsibility of his parents or guardian, and his employment does not in any way interfere with his schooling.
Art. 92. <b>When employer may require work on a rest day.</b> The employer may require his employees to work on any day: a. In case of actual or impending emergencies caused by serious accident, fire, flood, typhoon, earthquake, epidemic or other disaster or calamity to prevent loss of life and property, or imminent danger to public safety;

- b. In cases of urgent work to be performed on the machinery, equipment, or installation, to avoid serious loss which the employer would otherwise suffer;
- c. In the event of abnormal pressure of work due to special circumstances, where the employer cannot ordinarily be expected to resort to other measures;
- d. To prevent loss or damage to perishable goods;
- e. Where the nature of the work requires continuous operations and the stoppage of work may result in irreparable injury or loss to the employer; and
- f. Under other circumstances analogous or similar to the foregoing as determined by the Secretary of Labor and Employment.

Art. 211. **Declaration of Policy.** It is the policy of the State: To ensure the participation of workers in decision and policy-making processes affecting their rights, duties and welfare.

Art. 95. **Right to service incentive leave.**

- a. Every employee who has rendered at least one year of service shall be entitled to a yearly service incentive leave of five days with pay.
- b. This provision shall not apply to those who are already enjoying the benefit herein provided, those enjoying vacation leave with pay of at least five days and those employed in establishments regularly employing less than ten employees or in establishments exempted from granting this benefit by the Secretary of Labor and Employment after considering the viability or financial condition of such establishment.



### Sharing is caring

Share the five statements with family and friends and discuss whether they think the statements are true or false. Let them know your responses too. Then show them or share the information provided on the Labor Code of the Philippines to help them understand the laws too! Do it face to face, via text, chat, or whatever means available and comfortable to you.

## Activity 4: Responsibilities of Workers and Employers

### Objectives:


- ✓ Identify and understand the legal responsibilities of employers
- ✓ Identify and understand the legal responsibilities of workers

 **Recommended Time:** 20-40 minutes



Legal responsibilities apply to both workers and employers. Just as employers have some legal responsibilities at work, workers also have legal responsibilities. They are different responsibilities, but both have responsibilities under the law.

Below is a list of responsibilities. Decide if the responsibility is primarily that of the employer or the worker and write E for employer or W for worker in the space before the statement. The first one has been done as an example.

Check your answers below in  **6.4: Responsibilities of the Employer and the Worker** after completing the table. You can also verify your answers with the Mobile Teacher.

E	To make a work agreement with the employee, agreeing on conditions, time and place
	To follow up with the employee on the agreed terms
	To personally perform the work in the time, place and conditions as agreed upon
	To supervise and provide suitable conditions of work so workers have security, health and dignity
	To honor terms of payment
	To follow the instructions of the worker's boss
	To safeguard standards, staff and environment
	To register and pay into social security for the employee
	To take care of the well-being of staff and qualified dependents (e.g. wife/husband, children)
	To avoid any issues or problems at the workplace that will endanger the worker or his/her colleagues
	To agree on a performance contract
	To follow the rules at work



## 6.4: Responsibilities of the Employer and the Worker

Responsibilities of the Employer	Responsibilities of the Worker
<ul style="list-style-type: none"> <li>• To make a work agreement with the employee, agreeing on conditions, time and place;</li> <li>• To follow up with the employee on the agreed terms;</li> <li>• To supervise and provide suitable conditions of work so workers have security, health and dignity;</li> <li>• To honor terms of payment;</li> <li>• To safeguard standards, staff and environment;</li> <li>• To register and pay into social security for the employee;</li> <li>• To take care of the well-being of staff and qualified dependents (e.g. wife/husband, children);</li> <li>• To agree on a performance contract.</li> </ul>	<ul style="list-style-type: none"> <li>• To personally perform the work in the time, place and conditions as agreed upon;</li> <li>• To follow the instructions of the worker's boss;</li> <li>• To avoid any issues or problems at the workplace that will endanger the worker or his/her colleagues;</li> <li>• To follow the rules at work.</li> </ul>



### Think about it!

This section encourages you to express your **opinions** to family and friends about a topic. Start a discussion with them face to face, via text, chat, or whatever means available and comfortable to you. It's always great to share your ideas and hear more points of view 😊

Show your adult family members the **Responsibilities of the Employer and the Worker**. Ask them for their thoughts around these responsibilities. Which ones do they think exist in their own places of work? Which ones do not? How do they feel about having or not having the responsibilities stated in the list?

Remember to thank them for their time and their help on your schoolwork.

## Activity 5: Applying What We Learned About Philippine Labor Laws

### Objectives:

- ✓ Understand some real life application of the Philippine labor code
- ✓ Identify ways in which the Philippine labor code can be broken and steps to take when that happens

 **Recommended Time:** 40-60 minutes



### 6.5: Universal Declaration of Human Rights

Laws regulating labor in the Philippines can be found in the Labor Code of the Philippines and the Handbook on Statutory Monetary Benefits by the Department of Labor and Employment (DOLE), Bureau of Working Conditions. The documents can be downloaded from:

- Labor Code: [www.dole.gov.ph/labor\\_codes](http://www.dole.gov.ph/labor_codes)
- Handbook: [www.bwc.dole.gov.ph/userfiles/file/Handbook---English%20Version.pdf](http://www.bwc.dole.gov.ph/userfiles/file/Handbook---English%20Version.pdf)  
(Page 1, Compliance Guide, provides a very good overview of employees' entitlements)

A set of excerpts are included here to use as reference for the subsequent case studies. Please read the excerpts on Sexual Harassment, Health and Safety at Work, and Time Off From Work. After doing so, move to the case studies and answer the series of questions.

#### Right to freedom from sexual harassment

**Republic Act No. 7877 – Anti Sexual Harassment Act.** *[This is a modification of the original language]* The law provides protection to individuals from all forms of sexual harassment in an employment, education or training environment.

Sexual harassment is committed by any person in a work-related environment who has authority or influence over the affected individual, and who demands any sexual favor from that individual, regardless of whether or not the demand is accepted.

Sexual harassment is committed when:

- a. The sexual favor is made as a condition in the hiring or employment, or in granting said individual favorable terms and conditions of employment; or the refusal to grant the sexual favor results in unfavorable conditions for the affected employee;
- b. The above acts would impair the employee's rights or privileges under existing labor laws; or



- c. The above acts would result in an intimidating, hostile, or offensive environment for the employee.

### **Right to a safe and healthy workplace**

**Art. 162. Safety and health standards.** The Secretary of Labor and Employment shall, by appropriate orders, set and enforce mandatory occupational safety and health standards to eliminate or reduce occupational safety and health hazards in all workplaces and institute new, and update existing, programs to ensure safe and healthful working conditions in all places of employment.

**DOLE's Occupational Safety and Health Standards (OSHS), Amended 1989.** Each employer covered by the Occupational Safety and Health Standards (OSHS) must: (i) furnish its workers a place of employment free from hazardous conditions that are causing or are likely to cause death, illness or physical harm to the workers; (ii) give complete job safety instructions to all the workers (especially those entering the job for the first time) including instructions relating to the familiarization with their work environment, hazards to which the workers are exposed to and steps taken in case of emergency; (iii) comply with the requirements of the OSHS; and (iv) use only approved devices and equipment in the workplace.

### **Hours of Work**

**Art. 83.** Normal hours of work. The normal hours of work of any employee shall not exceed eight (8) hours a day.

Rest periods of short duration during working hours shall be counted as hours worked.

**Art. 87.** Overtime work. Work may be performed beyond eight (8) hours a day provided that the employee is paid for the overtime work, an additional compensation equivalent to his regular wage plus at least twenty-five percent (25%) thereof. Work performed beyond eight hours on a holiday or rest day shall be paid an additional compensation equivalent to the rate of the first eight hours on a holiday or rest day plus at least thirty percent (30%) thereof.



## Let's Apply!

1. Read the case studies below and answer the questions. Use the information above to help you deepen your understanding of the Philippine law. If possible, work on these case scenarios with a fellow learner in the Life Skills course or someone in your household.

### Case Studies

#### **Scenario 1: Gender Based Violence / Sexual Harassment**

Melanie has been hired to work as an office assistant for a new business in Zamboanga. After being on the job for about a month, one day her supervisor told her that if she would spend the night with him, he would make sure she will be promoted. She said she was not interested but he cornered her, twisted her arm behind her, and threatened to fire her if she didn't comply with his demands. Melanie was able to run away and tells her friends about the incident.

What is the issue?

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What does the Philippine law says about this type of harassment?

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Are you aware of any groups or organizations that provide services to women who have been harassed?

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**Scenario 2: Health and Safety at Work**

Manny recently started working for a construction company. His supervisor told him that because he was so smart and fit for the job, he did not need training in the use of the equipment. He would learn by doing instead. One day he was trying to use a table saw that he had never used before. He cut himself badly on one of his hands, and it began to bleed profusely, but he did not know where the first aid kit was located.

What is the issue?

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What does the Philippine law says about health and safety at work?

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How can such a situation be prevented in the future?

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**Scenario 3: Time Off from Work**

Betsay, a young, single mother, had been working long hours at the restaurant. She hadn't had a day off in over a month and often worked 55 hours per week. One day her child became very sick with dengue so she called the restaurant to let them know she could not come to work. Her boss was annoyed, murmuring that she will look for someone more reliable than Betsay. Betsay became worried she was going to lose her job.

What is the issue?

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What does the Philippine law says about number of work hours and time off?

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How should Betsay handle this situation?

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2. It is time to practice your speaking and interviewing skills to learn more about what happens in workplaces! Your task is to interview at least one employer and one employee (from different workplaces) about labor laws in the workplace. If possible, interview more so you can learn more!



**Think** about possible questions you can ask an employer and questions you could ask a worker. Remember, it is important to be sensitive in how you ask questions. You do not want people to feel like they are being accused of a wrongdoing.



Write questions you could ask regarding rights and responsibilities in the workplace.

Questions for an Employer	Questions for a Worker

The following table includes questions you might want to ask an employer. You should also add other questions from your brainstorming above. Write the interviewee's responses in the right hand column.

Questions for an Employer	Response
How many hours do employees work per day?	
If an employee works more than 8 hours per day, how do they get paid?	
How often do workers get breaks during the day?	
How much leave time do workers get?	
How do you provide safety in the workplace?	
What training do you provide staff on health and safety in the workplace?	
Have there ever been cases of sexual harassment in the workplace?	
How do you handle cases of sexual harassment?	

Questions for a Worker	Response
How many hours per day do you work?	
How do you get compensated if you work more than 8 hours per day?	
What breaks do you get during the workday?	
Do you get paid leave time during the year?	
What safety precautions are you required to take in the workplace?	
What type of training or orientation did you receive on health and safety in the workplace?	
Have you experienced or witnessed cases of sexual harassment in the workplace? If so, what happened?	
How are cases of sexual harassment handled in your workplace?	



**Think** about the responses from both the employer and employee. How much did they seem to know about the labor laws in the Philippines? What differences and similarities did you notice in their responses to questions regarding hours of work, health and safety in the workplace and sexual harassment?



### Sharing is caring

Share with someone in your household or a fellow learner what you have learned from asking employers and workers questions related to the labor code. Do it face to face, via text, chat, or whatever means available and comfortable to you. The people you share with might also have other experiences to discuss related to the labor code and the workplace.

## Activity 6: Review, Wrapping Up, and Application

### Objectives:

- ✓ Clarify some topics on rights and responsibilities that are of interest to learners
- ✓ Perform an assessment for learning

🕒 **Recommended Time:** 90-110 minutes



### Think about it!

This section encourages you to express your **opinions** to family and friends about a topic. Start a discussion with them face to face, via text, chat, or whatever means available and comfortable to you. It's always great to share your ideas and hear more points of view 😊.

Talk to your parents or adult family members about the topics below. How much does each of you know? Put a check beside the top five topics that you would like to learn more about. Remember to thank them for their time and help on your schoolwork.



Topics	Interested to learn more? (put a check)
1. What's the minimum wage that I should be paid?	
2. Am I entitled to SSS and Philhealth and Pag-ibig?	
3. Am I entitled to overtime, holiday pay, and 13 <sup>th</sup> month pay?	
4. Women's rights in the workplace	
5. PWD rights in the workplace	
6. Reasons for termination of employees	
7. Sick leave and vacation leave	
8. Maternity and paternity leave	
9. OJT, apprentice, probationary and regular employees – what's the difference?	
10. Where do I go if I have complaints or grievances at work?	



If you have a job, what are your rights and responsibilities in your current job? If you are looking for a job, which right needs to be prioritized and fulfilled by your potential job?

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## Session 2 – Writing Space

Use this space to complete any of the written assignments above or write any thoughts or ideas that have come to mind on The Labor Code of the Philippines.

## Learners' Reflection: Module 6 Rights and Responsibilities of Workers and Employers

*Remember this? You answered this at the beginning of the module. Answer it again and compare your results with your previous reflection. Is there a difference?*

*This is not a test but is a way for you to see what you already know or do not know about the topics. You will read a skill that is listed in the left column. Think about yourself and your experience. Then read the statements across the top. Check the column that best represents your situation. The results will help you and your teacher know which topics may require more time, effort and guidance.*

*Ang mga katanungan dito ay hindi test. Ito ay isang paraan upang malaman mo ang iyong kaalaman, kasanayan o kakayahan tungkol sa paksang ito. Basahin ang bawat tanong. Magbalik-tanaw sa inyong mga karanasan at lagyan ng tsek ang sagot na naaangkop sa inyong sitwasyon. Ang iyong kasagutan ay magiging gabay mo at ng iyong guro sa pagpapalawak ng iyong kaalaman tungkol sa paksang ito.*

<b>My experience</b> <b>Knowledge, skills and abilities</b> <i>Kaalaman, kasanayan at kakayahan</i>	<b>1</b> <b>I don't have any experience doing this.</b> <i>Wala akong karanasan sa paggawa nito</i>	<b>2</b> <b>I have very little experience doing this.</b> <i>May kaunti akong karanasan sa paggawa nito</i>	<b>3</b> <b>I have some experience doing this.</b> <i>Mayroon akong karanasan sa paggawa nito</i>	<b>4</b> <b>I have a lot of experience doing this.</b> <i>Marami akong karanasan sa paggawa nito</i>
Identify universal human rights / <i>Pagtukoy sa pang-unibersal na karapatang pantao</i>				
Know the rights and responsibilities of workers and employers according to the Philippine Labor Code / <i>May kaalaman tungkol sa karapatan at tungkulin o responsibilidad ng mga manggagawa at empleyado ayon sa Philippine Labor Code</i>				
Know and use the health & safety regulations in the Philippine Labor Code / <i>Pagsasagawa ng mga tuntunin para sa kalusugan at kaligtasan ayon sa Philippine Labor Code</i>				

<b>My experience</b> <b>Knowledge, skills and abilities</b> <i>Kaalaman, kasanayan at kakayahan</i>	<b>1</b> <b>I don't have any experience doing this.</b> <i>Wala akong karanasan sa paggawa nito</i>	<b>2</b> <b>I have very little experience doing this.</b> <i>May kaunti akong karanasan sa paggawa nito</i>	<b>3</b> <b>I have some experience doing this.</b> <i>Mayroon akong karanasan sa paggawa nito</i>	<b>4</b> <b>I have a lot of experience doing this.</b> <i>Marami akong karanasan sa paggawa nito</i>
Use several appropriate strategies to stand up for my rights or take action to address a problem at work / <i>Paggamit ng mga angkop na estratehiya o pamamaraan para panindigan ang aking karapatan, o para maaksiyunan ang problema sa trabaho</i>				

## End-of-Module Assessment

Congratulations for finishing Module 6: Rights and Responsibilities of Workers and Employers! At the end of every module you will take a short assessment to see how much you have learned. It will help you and your teacher identify the knowledge and skills you know and what still needs reinforcing. The results will not affect your ability to continue in the program.

Structure of the Assessment: It has a total of 10 questions. Some questions are multiple choice and some questions are true or false. You should choose only ONE answer for each question.

Once you have finished answering the questions, note down any clarifications you want to ask your instructor.

## Module 6: Rights & Responsibilities

*Circle an answer for each statement.*

<b>English</b>	<b>Tagalog</b>
<p>1. Universal human rights include the following:</p> <ul style="list-style-type: none"> <li>a. The right to education</li> <li>b. The right to shelter</li> <li>c. The right to practice the religion of your choice</li> <li>d. All of the above</li> <li>e. None of the above</li> </ul>	<p>1. Kasama sa <i>Universal Human Rights</i> ang sumusunod:</p> <ul style="list-style-type: none"> <li>a. Karapatan sa edukasyon</li> <li>b. Karapatan sa tirahan</li> <li>c. Karapatang isagaw ang rehiliyong iyong pinili</li> <li>d. Lahat ng nabanggit</li> <li>e. Wala sa nabanggit</li> </ul>
<p>2. 'Rights' and 'responsibilities' are the same for employers and employees.</p> <ul style="list-style-type: none"> <li>a. True</li> <li>b. False</li> </ul>	<p>2. Ang 'karapatan' at 'tungkulin' ng employer at mga empleyado ay magkapareho.</p> <ul style="list-style-type: none"> <li>a. Tama</li> <li>b. Mali</li> </ul>

<p>3. In the Philippines, an employer is required to provide the following except:</p> <ul style="list-style-type: none"> <li>a. Provide regular breaks for employees</li> <li>b. Maintain a safe workplace</li> <li>c. Pay employees the agreed-upon wage, on time</li> <li>d. Pay for employee's transportation to work</li> <li>e. All of the above</li> </ul>	<p>3. Sa Pilipinas, hinihingi sa isang employer na ibigay ang mga sumusunod, liban sa:</p> <ul style="list-style-type: none"> <li>a. Regular na pahinga para sa mga empleyado</li> <li>b. Pagpapanatili ng isang ligtas na lugar ng trabaho</li> <li>c. Pagbabayad sa mga empleyado ng napagkasunduang suweldo, sa tamang oras</li> <li>d. Pagbabayad sa biyahe ng empleyado papunta sa trabaho</li> <li>e. Lahat ng nabanggit</li> </ul>
<p>4. In the Philippines, an employee has the responsibility to:</p> <ul style="list-style-type: none"> <li>a. Respect and follow directions given by the employer</li> <li>b. Avoid hazards at the workplace</li> <li>c. Keep equipment in good working order</li> <li>d. Show up on time</li> <li>e. All of the above</li> </ul>	<p>4. Sa Pilipinas, may tungkulin ang empleyado na:</p> <ul style="list-style-type: none"> <li>a. Igalang at sundin ang mga utos ng employer</li> <li>b. Umiwas sa panganib sa trabaho</li> <li>c. Panatilihin ang maayos na pagtakbo ng mga gamit</li> <li>d. Dumating sa oras</li> <li>e. Lahat ng nabanggit</li> </ul>
<p>5. The Filipino work week consists of:</p> <ul style="list-style-type: none"> <li>a. 25 hours</li> <li>b. 35 hours</li> <li>c. 50 hours</li> <li>d. 40 hours</li> <li>e. none of the above</li> </ul>	<p>5. Sa Pilipinas, binubuo ang isang linggong trabaho ng:</p> <ul style="list-style-type: none"> <li>a. 25 oras</li> <li>b. 35 oras</li> <li>c. 50 oras</li> <li>d. 40 oras</li> <li>e. Wala sa nabanggit</li> </ul>
<p>6. The Filipino Labor law protects workers against harassment, intimidation and violence.</p> <ul style="list-style-type: none"> <li>a. True</li> <li>b. False</li> </ul>	<p>6. Pinoprotektahan ng Batas ng mga Manggagawa sa Pilipinas ang mga manggagawa laban sa pang-aabuso, pananakot, at karahasan.</p> <ul style="list-style-type: none"> <li>a. Tama</li> <li>b. Mali</li> </ul>

<p>7. It is okay for children under 15 to work for pay outside the home.</p> <p>a. True b. False</p>	<p>7. Okey lang na magtrabaho para sa suweldo ang mga batang wala pang 15 anyos sa labas ng bahay.</p> <p>a. Tama b. Mali</p>
<p>8. As a worker, you should have:</p> <p>a. One day off per week b. Right to overtime after 8 hours a day of work c. Access to safety equipment if required to do job safely d. All of the above e. None of the above</p>	<p>8. Bilang manggagawa, dapat mayroon kang:</p> <p>a. Isang araw na walang pasok bawat linggo b. Karapatang mabayaran ng overtime pagkalipas ng 8 oras na trabaho sa isang araw c. Paraang makakuha ng kagamitang pangkaligtasan kung kailangan ito para maging ligtas ang trabaho d. Lahat ng nabanggit e. Wala sa nabanggit</p>
<p>9. Women should not report sexual harassment by their supervisors because they will lose their job.</p> <p>a. True b. False</p>	<p>9. Hindi dapat iulat ng mga babae ang pang-aabusong sekswal ng kanilang mga supervisor dahil mawawalan sila ng trabaho.</p> <p>a. Tama b. Mali</p>
<p>10. Filipino labor law protects adults, not youth.</p> <p>a. True b. False</p>	<p>10. Pinoprotektahan ng Batas ng Manggagawa ng Pilipinas ang matatanda, hindi ang mga bata.</p> <p>a. Tama b. Mali</p>

**Congratulations! You have completed Module 6 and are now ready to practice your rights and also your responsibilities at work!**