



Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

ADMINISTRATIVE ORDER No. 05 Series of 2025

Date: June 15, 2025

POLICY ON EMPLOYMENT PRACTICE: LABOR RIGHTS

I. Policy Statement

The Universidad de Manila (UDM), as a local higher education institution under the City Government of Manila, upholds the fundamental rights of all its employees to fair labor practices, consistent with the Constitution of the Republic of the Philippines, the Labor Code, and international labor standards. This policy affirms UDM's institutional commitment to promote, respect, and safeguard the labor rights of all employees—regardless of gender, civil status, nationality, rank, or employment status—including the rights to freedom of association, collective bargaining, and equal treatment.

II. Objectives

This policy aims to:

1. Guarantee all employees the right to freely form, join, or support labor organizations or unions of their choice without interference or coercion;
2. Promote constructive dialogue between the university and employee organizations through mechanisms for collective bargaining;
3. Ensure equal labor rights for women and gender minorities, and safeguard the employment rights of international or migrant staff;
4. Provide a safe, inclusive, and non-discriminatory work environment for all.

III. Scope and Coverage

This policy applies to all full-time, part-time, probationary, contractual, plantilla, and teaching or non-teaching personnel employed by the Universidad de Manila. It equally protects Filipino and foreign nationals working at the university.

IV. Recognition of Labor Rights

1. Freedom of Association

UDM recognizes the right of all employees to organize themselves for purposes of mutual aid, protection, and advocacy of their employment interests. Employees may form or join trade unions or workers' associations without need for prior authorization, in accordance with Article XIII, Section 3 of the 1987 Constitution and Article 243 of the Labor Code.





Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

2. Collective Bargaining

The university supports the principle of good-faith collective bargaining. Employee unions or associations recognized through legal processes are entitled to negotiate with the university administration on terms and conditions of employment. UDM shall respect all collective bargaining agreements (CBAs) duly registered with the Department of Labor and Employment (DOLE).

3. Non-Discrimination and Gender Equality

UDM prohibits discrimination based on sex, gender identity, sexual orientation, civil status, age, religion, ethnicity, disability, or nationality in employment and labor relations. Women, gender-diverse individuals, and international staff shall enjoy equal rights to organize and participate in collective processes and decision-making bodies within the university. Pregnant employees shall receive protections in accordance with the Magna Carta of Women (RA 9710) and other relevant laws.

4. Protection of International Staff

Foreign nationals legally employed by UDM shall be entitled to the same employment rights as local employees, in accordance with Philippine laws and international labor standards. The university shall ensure that contracts for international staff include fair terms, social protection, and grievance mechanisms.

V. Implementation and Monitoring

1. The **Human Resource and Administrative Services Office (HRASO)** shall serve as the primary implementing unit, in coordination with the Office of the University Legal Counsel and recognized labor organizations.
2. The university shall provide education and orientation programs to all employees regarding their labor rights and responsibilities.
3. Any interference, coercion, or retaliation against individuals exercising their right to organize or participate in collective activities shall be subject to administrative sanctions in accordance with university rules and civil service guidelines.

VI. Dispute Resolution

Labor disputes arising from violations of these rights shall follow institutional grievance procedures and, if necessary, be brought before the National Conciliation and Mediation Board (NCMB) or other appropriate bodies under the Department of Labor and Employment.

VII. Effectivity and Review

This policy shall take effect upon the approval of the University Board and shall be subject to periodic review in consultation with employee representatives to ensure continued alignment with evolving labor laws and standards.



Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

Ma. Felma Carlos-Tria, ED. D.
President

Uplifting lives through quality education.

One Mehan Gardens, Manila, Philippines 1000

 @udmanila |  admin@udm.edu.ph |  www.udm.edu.ph

