

**MSS SUCCESS SPACES**

Units 2K-2L, 2nd Floor E.C. Valle Commercial Center M.L.
Quezon Avenue Brgy. San Isidro, Angono, Rizal



(02) 7255 5568



0995 846 2495 | 0917 123 1017



info@mssccorporation.com.ph



www.MSSCorporation.com.ph

PHILIPPINE LABOR STANDARDS TRAINING

Understanding Wages, Working Hours, Statutory Benefits, Leaves, and Employer Compliance

A Practical One-Day Training on Labor Standards in the Philippines

TRAINING OVERVIEW

Employers are responsible for ensuring that employees receive the minimum wages, working conditions, monetary benefits, and leave entitlements required by Philippine labor laws. Human Resources personnel, payroll teams, supervisors, and managers must therefore understand not only what benefits employees may receive, but also who is covered, how entitlements are computed, what documents must be maintained, and how concerns should be addressed.

Mistakes involving working hours, overtime, holiday pay, payroll deductions, thirteenth-month pay, statutory leaves, and employee coverage may create financial liabilities, employee complaints, inspection findings, and damaged workplace trust. Compliance becomes especially challenging when policies are based on outdated wage rates, incorrect assumptions, inconsistent interpretations, or practices that no longer match legal requirements.

This one-day **Philippine Labor Standards Training** gives participants a practical foundation in the employment standards applicable to private-sector workplaces. It covers wages, compensable working time, overtime and premium pay, statutory monetary benefits, employee leaves, payroll administration, documentation, and compliance monitoring. These subjects are among the principal benefits and standards addressed in the Department of Labor and Employment's official Workers' Statutory Monetary Benefits Handbook.

Participants will learn through workplace situations and guided computations rather than lengthy legal lectures. The program emphasizes the correct application of labor standards, careful verification of employee coverage, use of current regional wage orders, proper documentation, and fair communication with employees.

Because minimum wage rates and some implementing rules may change, the program will use the official wage order and government references applicable at the time of delivery. Current wage and statutory-benefit information should always be checked against the latest issuances of the Department of Labor and Employment and the National Wages and Productivity Commission.

TRAINING GOAL

To strengthen participants' ability to interpret, administer, calculate, document, and communicate Philippine labor standards accurately and consistently while protecting employee rights and reducing organizational compliance risks.

TRAINING OBJECTIVES

By the end of the program, participants will be able to:

1. Explain the basic coverage, principles, and employer responsibilities governing Philippine labor standards.
2. Determine compensable working time and compute applicable overtime, premium, holiday, and night-shift payments.
3. Identify the coverage and basic administration of statutory monetary benefits and employee leaves.
4. Recognize common payroll, scheduling, benefit-administration, and documentation errors.
5. Apply labor standards correctly to practical employee and workplace situations.
6. Demonstrate fairness, accuracy, consistency, and accountability when handling employee pay and benefit concerns.

TRAINING OUTLINE

Time	Modules and Topics	Activities and Outputs
8:00–10:00 AM	MODULE 1: FOUNDATIONS OF PHILIPPINE LABOR STANDARDS • Labor standards versus labor relations • Minimum employment conditions and employer responsibilities • Determining employee coverage, exclusions, and applicable exemptions • Understanding regional minimum wages and wage orders • Applying company benefits without diminishing established employee benefits	Labor Standards Myth or Fact Participants examine common workplace assumptions and clarify which require legal or policy verification. Covered or Exempt? Teams assess employee profiles and identify the labor standards and coverage questions that must be considered. Outputs: • Labor Standards Coverage Guide • Initial Compliance Checklist
10:00–10:15 AM	Morning Break	
10:15 AM–12:00 NN	MODULE 2: WORKING HOURS, WAGES, AND PREMIUM PAY • Determining compensable working hours, meal periods, rest periods, waiting time, meetings, and training time • Ordinary-day overtime and night-shift differential • Work performed on rest days, special days, and regular holidays • Proper payment of wages and lawful deductions	Compensable or Not? Participants determine whether different activities and time periods should be treated as hours worked. Payroll Computation Challenge Teams solve practical cases involving overtime, night work, rest days, special days, and regular holidays. Outputs: • Working-Time Decision Guide

Time	Modules and Topics	Activities and Outputs
	Avoiding common attendance and payroll computation errors	Wage and Premium Pay Computation Worksheet
12:00–1:00 PM	Lunch Break	
1:00–3:00 PM	MODULE 3: STATUTORY MONETARY BENEFITS AND LEAVES - Thirteenth-month pay coverage and basic computation - Service incentive leave and applicable exclusions - Maternity and paternity leave - Parental leave for qualified solo parents - Leave for victims of violence against women and their children - Special leave benefits for qualified women - Retirement pay and other statutory benefits, where applicable	Who Is Entitled? Participants review employee situations and determine the benefit, eligibility questions, and supporting documentation involved. Benefits Administration Case Clinic Teams address cases involving benefit coverage, computation, leave requests, and conflicting company practices. Outputs: - Statutory Benefits and Leaves Reference Matrix - Benefits Administration Decision Guide
3:00–3:15 PM	Afternoon Break	
3:15–5:00 PM	MODULE 4: STRENGTHENING LABOR-STANDARDS COMPLIANCE - Common violations involving wages, schedules, benefits, and deductions - Maintaining reliable payroll, attendance, leave, and employment records - Responding to employee questions and correcting errors appropriately - Reviewing company policies against statutory minimum requirements - Preparing for internal compliance reviews and labor inspections - Assigning corrective actions, owners, and deadlines	Find the Compliance Risk Teams analyze workplace and payroll scenarios, identify errors or gaps, and recommend corrective action. Labor Standards Self-Audit Workshop Participants assess selected areas of organizational compliance and prioritize improvements. Outputs: - Labor Standards Self-Audit Checklist - Compliance Corrective Action Plan

Normal working hours, overtime, night-shift differential, rest-day compensation, holiday pay, and service incentive leave are governed by the Labor Code and its implementing rules, subject to applicable coverage provisions and exemptions.

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Thirteenth-month pay generally applies to covered rank-and-file employees and is based on one-twelfth of the basic salary earned during the calendar year.

Current statutory leave laws include the 105-Day Expanded Maternity Leave Law, the Paternity Leave Act, the Expanded Solo Parents Welfare Act, leave for qualified victims under the Anti-VAWC Act, and special leave benefits under the Magna Carta of Women.

TRAINING METHODOLOGY

The program will use the MSS **EnterTRAINment®** methodology to make Philippine labor standards practical, understandable, and engaging without turning the workshop into a prolonged legal lecture.

Training methods will include:

- Concise facilitator-led discussions
- Philippine workplace case analyses
- Employee coverage and entitlement exercises
- Working-time classification activities
- Payroll and premium-pay computations
- Statutory-benefit case clinics
- Compliance challenges
- Policy and documentation reviews
- Facilitator clarification and feedback
- Compliance action planning

The workshop will combine approximately **35% concept discussion and legal clarification** with **65% practical exercises, computations, case analysis, and application**.

TARGET PARTICIPANTS

This **Philippine Labor Standards Training** is recommended for:

- Human Resources personnel
- Compensation and Benefits personnel
- Payroll and Finance personnel
- Employee Relations personnel
- Supervisors and team leaders
- Managers and department heads
- Business owners and organizational leaders
- Compliance and administrative personnel

PROGRAM DURATION AND DELIVERY FORMAT

The program is designed as a:

- One-day training program
- 8:00 AM to 5:00 PM
- Four-module interactive workshop
- Face-to-face, virtual, or hybrid program
- Customized in-house training for private-sector organizations

The face-to-face format is recommended when the client wants more extensive payroll computations, group case analysis, policy reviews, and facilitator-guided exercises.

EXPECTED PARTICIPANT OUTPUTS

Participants will complete or receive the following practical tools:

- Labor Standards Coverage Guide
- Initial Compliance Checklist
- Working-Time Decision Guide
- Wage and Premium Pay Computation Worksheet
- Statutory Benefits and Leaves Reference Matrix
- Benefits Administration Decision Guide
- Labor Standards Self-Audit Checklist
- Compliance Corrective Action Plan

PROGRAM CUSTOMIZATION OPTIONS

This **Training on Philippine Labor Standards in the Philippines** may be customized according to the client's:

- Industry and nature of operations
- Work schedules and shift arrangements
- Regional location and applicable wage order
- Employee classifications
- Payroll practices
- Leave and benefits policies
- Attendance and overtime procedures
- Existing collective bargaining agreement, when applicable
- Identified compliance concerns
- Participant roles and learning needs

The client may provide its employee handbook, payroll policies, work schedules, leave forms, and sample computation practices for review and incorporation into the exercises. Confidential employee information does not need to be disclosed.

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FREQUENTLY ASKED QUESTIONS

Is this the same as a general Philippine labor law seminar?

No. This program focuses specifically on **labor standards**, including wages, hours of work, premium pay, monetary benefits, statutory leaves, documentation, and employer compliance. It does not extensively cover termination, disciplinary due process, union relations, collective bargaining, or labor-dispute procedures.

Will participants perform actual payroll computations?

Yes. Participants will work on guided cases involving overtime, night-shift differential, rest-day work, special days, and regular holidays. The applicable current wage rate may be supplied by the client or verified using the relevant regional wage order.

Will the program provide the current minimum wage?

The applicable wage rate depends on the employee's work location, industry, establishment classification, and current regional wage order. The facilitator will use the official rate applicable at the time of training rather than place a fixed rate permanently in the outline.

Are managerial employees entitled to all labor-standard benefits?

Not automatically. Coverage differs depending on the benefit and the employee's actual duties and working conditions. Job titles alone should not be used as the sole basis for determining entitlement.

Does the program cover statutory employee leaves?

Yes. It includes the basic coverage and administration of maternity, paternity, solo-parent, Anti-VAWC, special leave for women, and other relevant statutory benefits.

Can MSS review our payroll and benefits policies during the training?

The client's policies may be used for educational review and workshop customization. A formal compliance audit, legal opinion, or payroll validation would require a separate consulting engagement.

Does attending the program guarantee full legal compliance?

No single training activity can guarantee compliance. Effective compliance also requires updated policies, correct payroll systems, reliable records, management oversight, internal reviews, and consultation with qualified legal or labor specialists when necessary.

RELATED TRAINING PROGRAMS

Organizations may also consider the following complementary programs:

- Philippine Labor Relations Training
- Employee Discipline and Due Process Training
- Administrative Investigation Training
- Payroll Administration Training
- Compensation and Benefits Management

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- Philippine Statutory Benefits Training
- Employment Documentation and HR Records Management
- Handling Employee Grievances and Complaints
- Labor Inspection Readiness Workshop
- Labor Law Training for Supervisors and Managers

IMPORTANT PROFESSIONAL NOTE

This program is intended for learning, compliance awareness, and organizational capability-building. It does not constitute a legal opinion or replace advice from qualified Philippine labor counsel.

Labor-standard questions are often affected by employee coverage, actual work arrangements, company practices, collective agreements, regional wage orders, and updated government issuances. Specific or disputed cases should be reviewed using the complete facts and current official references.

REQUEST A CUSTOMIZED PHILIPPINE LABOR STANDARDS TRAINING

MSS Corporation can customize this **Philippine Labor Standards Training** according to the organization's industry, regional location, workforce profile, payroll practices, benefit policies, and compliance needs.

The program helps HR professionals and organizational leaders move beyond memorizing legal provisions and develop the practical capability to administer wages, working hours, statutory benefits, and employee leaves accurately, consistently, and responsibly.