

ADVISORY



Return to Work Form (RTW Form 1 2020)

FOR ESTABLISHMENTS WHOSE WORKERS ARE TO RETURN TO WORK, THE RETURN TO WORK FORM SHALL BE ACCOMPLISHED AND SUBMITTED. BELOW IS THE SET OF INSTRUCTIONS THAT MUST BE FOLLOWED:

1. Accomplish this form in two copies when filing a notice of return to work.k Form (RTW Form 1 2020)

NOTE: THE REPORT IS CONSIDERED AS DULY FILED WHEN THE COMPLETE LIST OF WORKERS AFFECTED IS MADE PART OF THE SUBMISSION. FIELDS WITH ASTERISKS (*) SHOULD BE ACCOMPLISHED BY THE COMPANY REPRESENTATIVE.

2. Page 2 shall enumerate the list of the affected workers and their profile.

3. This form should be submitted to the DOLE Provincial/Field Office or at dole_centralvisayas@yahoo.com as soon as possible.



RKS FORM 5 2020

IN THE EVENT OF THE IMPLEMENTATION OF FLEXIBLE WORK ARRANGEMENT (FWA), TEMPORARY CLOSURE (TC), RETRENCHMENT OR REDUCTION OF WORKFORCE, AND PERMANENT CLOSURE, ESTABLISHMENTS SHALL ACCOMPLISH AND SUBMIT THE RKS FORM 5 2020. BELOW IS THE SET OF INSTRUCTIONS THAT MUST BE FOLLOWED:

**1. Accomplish this form in two copies when filing a notice of:
a) Flexible Work Arrangement; b) Temporary Closure; c) Retrenchment or Reduction of Workforce; or d) Permanent Closure.**

THE REPORT IS CONSIDERED AS DULY FILED WHEN THE COMPLETE LIST OF WORKERS AFFECTED IS MADE PART OF THE SUBMISSION. FIELDS WITH ASTERISKS (*) SHOULD BE ACCOMPLISHED BY THE COMPANY REPRESENTATIVE.

2. This form should be submitted to the DOLE Provincial/Field Office as soon as possible in the case of adoption of flexible work arrangement or temporary closure.

2.1. FOR ESTABLISHMENTS THAT WILL RETRENCH OR PERMANENTLY CLOSE, THE FORM SHOULD BE SUBMITTED 30 DAYS PRIOR TO THE EFFECTIVITY OF TERMINATION.

3. Page 1 should contain general information about the establishment and the number of workers affected.

4. Page 3 should enumerate the names of workers affected, their addresses and contact numbers, position title and salary.

THE TOTAL NUMBER OF WORKERS LISTED SHOULD EQUAL THE TOTAL NUMBER OF WORKERS AFFECTED AS REPORTED IN THIS PAGE.



**Old establishment forms will NOT BE ACCEPTED anymore.
Kindly use the new and revised forms that can be downloaded at
ro7.dole.gov.ph.**