SUBIC BAY METROPOLITAN AUTHORITY
LABOR DEPARTMENT
STANDARD LOCATORS / INVESTORS MASTERLIST OF PERSONNEL FORM

Effectivity Date : 07 October 2005

Instruction :

1. Accomplish this form. (This form may be photocopied or reproduced. The Standard Mastelist Form may be downloaded, Pls. bring diskette & proceed to Bldg. 255, Rm. 127 (Statistics Section).
2. Make sure that information needed are completely and correctly answered.
   * First part should have general information of the Locators/ Investors.
   * PERSONAL DATA : This part should contain the information and personal data of the workers.
   * EMPLOYMENT DATA : This part should include the list and information of employment of workers.
3. Locators/ Investors must submit Masterlist of Personnel/ Report monthly. The deadline for submission of Monthly Masterlist Report is on or before the end of the month.
4. If more Spaces are required, used Form 1-B to continue.

Breakdown Report: Local Workers		
Status	Total	Over-all Total Workers
Permanent		
Probationary		
Casual		
Contractual / Part-time		_____
Apprentice / Trainee		

Expatriate(s): _____

NAME OF COMPANY :			
ADDRESS / SPONSOR :			
PREPARED & CERTIFIED CORRECT (NAME / POSITION) :		**SIGNATURE :**	
DATE SUBMITTED :		**PERIOD COVERED :**	

INDUSTRY CATEGORY — SPECIFIC TYPE OF BUSINESS

* Mark with [X] appropriate box :

[ ] MANUFACTURING — [ ] IT related/ Electronics [ ] Mechanical/ Industrial [ ] Garments/ Textiles [ ] Food Processing [ ] Wood Related Products [ ] Jewelries/ Accessories

[ ] SERVICES — [ ] Banking/ Insurance/ Financing [ ] Hotel/ Restaurant [ ] Retailing/ Trading [ ] Schools [ ] Transportation [ ] Communication [ ] Utilities [ ] Recreational/ Leisure/ Entertainment/ Health [ ] Kiosk/ Canteens/ Caterings [ ] Forwarding/ Warehousing/ Brokerage [ ] Realty/ Housing [ ] Convertion/ Auction/ Motor Vehicle [ ] Cooperatives [ ] Yag-yag/ Stevedoring [ ] Courier Travel & Tours/ Tourism Related [ ] Security Agency [ ] Manpower Services Provider [ ] Support Services [ ] Call Center

[ ] CONSTRUCTION — [ ] Contractor [ ] Sub - Contractor

PERSONAL DATA							EMPLOYMENT DATA							
NO.	FULL NAME (Last, First, Middle Name) (In Alphabetical Order)	RESIDENTIAL ADDRESS (Permanent)	BIRTHDATE (mm/dd/yy)	PLACE OF BIRTH (Town/ City/ Province)	CIVIL STATUS	SEX	DESIGNATION (Position)	BASIC SALARY	DATE HIRED (mm/dd/yy)	EMP. STATUS	THRU AGENCY (Put Agency/ Company name)	WORK STATUS (Use Code Below)	DATE (mm/dd/yy)	OTHERS/ REMARKS

NOTE :

Kindly accomplish the above new table format for us to update and validate our statistics on the total number of employees within the Freeport Zone.
Please type or print legibly. Rest assured that all information gathered shall be used for statistical purposes and dealt with strict confidentiality.
We thank you in this regard.

CODING SYSTEM : WORK STATUS			
RES	Resigned	**FL**	Forced leave
TER	Terminated	**RC**	Re-call
RET	Retrenched	**RH**	Re-hired