

**[CEZA ADMINISTRATIVE ORDER NO. 001, S.
2000, January 08, 2000]**

**GUIDELINES FOR THE HIRING OF EMPLOYEES BY
LOCATORS/INVESTORS AND OTHER CONTRACTORS THROUGH
THE CAGAYAN ECONOMIC ZONE AUTHORITY**

Pursuant to the provisions of the Declared Policy of Republic Act 7922, otherwise known as the "Cagayan Special Economic Zone Act of 1995" the following guidelines are hereby prescribed for the guidance and compliance of all locators, contractors, investors and other concerned in hiring of employees within the Zone.

ARTICLE I - PRELIMINARY PROVISIONS

SECTION 1. Title . These guidelines shall be known as **CEZA ADMINISTRATIVE ORDER NO. 001 – 2000**.

SECTION 2. Statement of Policies . Pursuant to its mandate, the Authority shall actively encourage, promote, induce and accelerate sound and balanced industrial, economic and social development of the Cagayan Special Economic Zone and Freeport (CSEZFP) in order to provide jobs to the people of Cagayan Valley especially in Santa Ana, increase their productivity and their individual and family income, and thereby improve the level and quality of their living condition.

These guidelines shall layout the policies relative to the hiring of employees by investors/ locators and contractors and efficiently promote sound work and social values, competitive skills and updated knowledge.

To this end the Authority shall give priority to the residents of Santa Ana, most especially the volunteers and their immediate relatives in the hiring of employees by investors/locators/contractors or subcontractors in the Zone through the CEZA.

SECTION 3. Applicability . These guidelines shall apply to all CSEZFP Registered Enterprises and other service contractors and subcontractors doing business with CSEZFP Enterprises, such as but not limited to construction and engineering contractors and arrastre and stevedoring firms.

SECTION 4. Definition of Terms . For the purpose of this Administrative Order, the terms used herein shall mean as follows:

- a. "RA 7922" shall refer to Republic Act No. 7922, otherwise known as the "Cagayan Special Economic Zone Act of 1995".
- b. "CEZA" shall refer to the Cagayan Economic Zone Authority, a government corporate body established pursuant to RA 7922.
- c. "CSEZFP" shall refer to the Cagayan Special Economic Zone and Freeport defined in Section 3 of Republic Act 7922 as a separate customs territory covering the entire

area embraced by the Municipality of Santa Ana and the islands of Fuga, Barit and Mabbag in the Municipality of Aparri, all in the Province of Cagayan.

d. "Investor/Locator" shall refer to enterprises with Provisional Certificate of Registration or Certificate of Registration as CSEZFP Enterprise.

e. "Employees" shall refer to persons who shall be hired to perform services to investors/locators/contractors or subcontractors for a fixed fee, and shall cover not only permanent/regular employees but contractual and daily paid workers as well.

f. "LEPO" shall refer to the designated Labor, Employment and Productivity Office which shall implement these guidelines.

ARTICLE II - PROCEDURAL GUIDELINES

SECTION 5. Request for Recruitment Assistance To Fill-Up Job Vacancies

. An investor/locator/contractor shall address a formal request to CEZA for a public announcement to be advised for certain position/s with corresponding qualification requirements to guide applicants. Pro-forma of recruitment Assistance Form is attached as Annex "A" of these guidelines.

CEZA must be prepared to immediately address the manpower requirements of the investors, locators and other contractors in order to hasten smooth commencement and operation of enterprises. To carry out this responsibility, the CEZA shall do the following:

- a. to determine and maintain an inventory of skills available and profile of the manpower available in Santa Ana and nearby towns;
- b. to determine manpower needs of incoming CEZA investors/locators, which can be accomplished through direct coordination with the concerned investor/locator; and
- c. to conduct a manpower need survey among registered CSEZFP enterprises on a quarterly basis.

SECTION 6. Job Vacancy Announcement. The request for job vacancy announcement as received by CEZA shall then be advertised in the bulletin board at the CEZA office and other conspicuous places such as Municipal Hall, Barangay Hall, schools and/or by means of local radio and cable TV with predetermined announcements closing date.

SECTION 7. Submission, Acceptance and Screening of Applications.

Applications shall be submitted to the designated labor, employment and productivity center of CEZA. Applications received for the vacancy shall be thoroughly screened by the Authority. Preference shall be given to the volunteers and their relatives up to fourth degree of consanguinity and to Zone residents who applied for the position opening. However, qualified non-residents are allowed to file their applications and the Authority shall endorse such applications to investors if there are no qualified freeport residents.

SECTION 8. Investigation/Checking of Prospective Applicants .

Investigation/ checking shall be strictly conducted by the Authority to ensure that the applicants passed the following basic qualifications:

- a. basic qualification requirements as set by the investor/locator;