

## Purpose

The management will only employ persons age 18 years and older in regular full-time staff positions. In addition, minors may be employed as temporary employees in accordance with R.A. 9231.

## Policies

1. The establishment provides for employment of minors under conditions intended to properly protect the minor's life, health, safety and welfare. The law considers sex, age, premises of employment, substances with which the minor must work with, machinery to be operated, number of hours to be worked, nature of employment and other factors.
2. Departments considering employment of a minor, age 15 through age 17, shall comply with the provisions of R.A. 9231. Minors under age 14 shall not be employed.
3. The law mandates that every employer shall be required to obtain from any employee proof that the employee is at least 18 years of age.

## Process

The department head shall require proof of age of any applicant within the department. A birth certificate is considered sufficient proof of age. If a question arises concerning an employee's age, or if proof of age is not available, a department should send the employee to the local registrar for written verification of age.

## Effectivity

This Policy shall take effect immediately and shall be made known to all employees.

Prepared by:

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HR Manager

Noted by:

**Chabio T. Sison**SVP-Shared Services  
CFO/CRO

Approved by:

**Efren E. Uy**

President &amp; CEO

**Distribution**

Officers, Team Leaders, Unit Leaders, Team Members, HR Partners

**Ownership**

The HR Services is responsible in ensuring that this document is necessary and it reflects actual practice.

The Human Resources Department is also responsible revising this policy when appropriate.

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