

# Functions of the VA Division



## **Functions of the Voluntary Arbitration Division**

- **Formulate policies, programs, standards, procedures, manual of operations and guidelines pertaining to grievance handling and voluntary arbitration;**
- **Assist the Branches in the promotion and implementation/strengthening of the voluntary arbitration program as a preferred mode of settling labor disputes as well as other voluntary approaches towards harmonious labor-management relations;**
- **Provide technical and administrative support to the Tripartite Voluntary Arbitration Advisory Council;**
- **Administer the voluntary arbitration program; maintain a nationwide list of voluntary arbitrators and compile and analyze arbitration awards and decisions;**
- **Conduct researches and studies on local and international trends relating to voluntary arbitration in aid of policy formulation;**
- **Coordinate and maintain linkages with concern institutions and sectors on matters relative to its areas of concern;**
- **Prepared and submit regular and special reports;**
- **Perform such other functions as may be provided by law.**

**Contact us at:**

**5th Floor Arcadia Building,  
860 Quezon Avenue,  
Quezon City 1103  
Telephone No. 332-4178**