

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
BUREAU OF WORKERS WITH SPECIAL CONCERNS

Accomplishments for the Year 2011

BWSC Programs and Projects

- Child Labor Prevention/Elimination Program (CLPEP)
- Social Amelioration Program in Sugar Industry (SAP)
- Family Welfare Program (FWP)
- Women Workers Welfare Advocacy Program (W3AP)
- DOLE Integrated Livelihood Program (DILP)
- Integrated Services for Migratory Sugar Workers (I-Serve Sacadas)
- Self-Reliant Organization for Comprehensive Agrarian Reform Program (SROs-CARP)
- Joint Programme on Alternatives to Migration: Decent Jobs for Filipino Youth (JP-YEM)
- Special Program for the Employment of Students
- Institution Support

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Child Labor Prevention and Elimination Program

Policy/Program/Project Development

- Revised the 1995 MOA integrating the comments/inputs from NCLC member-agencies. Invited NYC and DA to be new members of the NCLC. Reformulated MOA was signed by the DOLE Secretary on December 14, 2011 and presently being routed to the other NCLC member agency/ organization heads for their signature
- Facilitated the restructuring of the NCLC which created the five (5) NCLC Sub-Committees and the NCLC Program Management Coordinating Committee. Served as Secretariat and participated in the three (3) meetings of the NCLC, 27 meetings of the NCLC's five (5) Sub-Committees and five (5) meetings of the NCLC Program Management Coordinating Committee
- Identified the NSO nationwide survey as the relevant baseline/count in targeting. Available data, however is as of 2011 yet. NSO as a PPAAC member, with assistance from ILO IPEC is scheduled to release results of current survey on working children in 2012
- Coordinated the development, hosted and maintained the CLKSS website, in collaboration with ILO- IPEC
- Launched CLKSS on April 14, 2011 at L&B Suites, Makati City.

Capacity Building

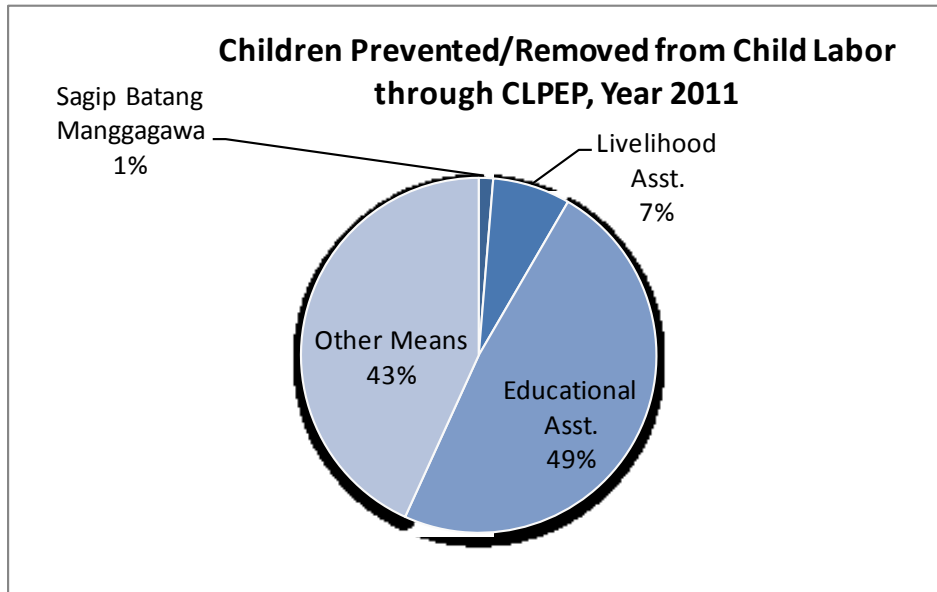
- 84 DOLE personnel from all ROs composed of labor inspectors, hearing officers and child labor coordinators oriented on the use of the Manual on the Conduct of Inspection, Rescue and Enforcement Proceedings in Child Labor Cases in three (3) batches before end of March.
As multiplier effect, participants from seven (7) ROs conducted similar orientation to their co-employees
- Issued the following Memoranda to all DOLE ROs:
 - ◇ Submission of Plan of Action for 2011-2012 to intensify implementation of the Philippine Program Against Child Labor in the regions; also instructing the DOLE ROs to give priority and allocate resources to carry out the activities for the child labor prevention and elimination program
 - ◇ Intensification of DOLE's Child Labor Prevention and Elimination Program
 - ◇ Strengthen advocacy campaign against child labor thru the conduct of at least four (4) advocacy activities or meetings with the Barangay Councils for the Protection of Children. The DOLE Field Offices were instructed to actively participate in the formulation of local ordinances, whether in the provincial, city, municipal or barangay level, in coordination with the LGUs to address specific child labor incidence prevalent in their respective areas
- Conducted series of CLKSS trainings to:
 - ◇ 25 National Partners trained on CLKSS on April 12-13, 2011 at L & B Suite in Makati City
 - ◇ 35 Regional Child Labor Focal Persons trained on CLKSS on April 18-19, 2011 in Cebu City
 - ◇ 15 Program Partners and 5 BWSC staff trained as CLKSS administrators at BWSC Conference Room on March 10-11, 2011
 - ◇ 95 members of Provincial Child Labor Committees in Bukidnon, Quezon, Masbate and Northern Samar trained on CLKSS
 - ◇ 125 members of NCLC and NCLC Sub-Committees on Child Labor Knowledge Sharing (CLKSS-Com), Improving Access to Services, Mainstreaming and Advocacy and Strengthening Partnership oriented on CLKSS
 - ◇ 25 CWC officials and staff oriented on CLKSS on (date)
 - ◇ 20 members of IAC on Statistical Matters oriented on CLKSS (Sept. 23)
 - ◇ 20 Regional/Provincial Child Labor Focal Persons trained on CLKSS held on Oct. 18 at RO 4A

Child Labor Prevention and Elimination Program

Program Monitoring

Monitored program accomplishment reports by regions, revealing as follows:

- A total of 5,502 children, 2,983 (54.2%) of whom are girls, were reported to have been prevented/removed from the worst form of child labor through Sagip Batang Manggagawa or SBM (72), Livelihood assistance to parents of child laborers (389), educational assistance (2,664) and other forms of assistance (2,377).



- DOLE ROs permanently closed 27 establishments since the passage of RA 9231 in 2003. The most recent incident was that of a KTV bar in Region VII, for employing a 16-year old girl as a GRO.
- Facilitated the conduct of the 2011 celebration of the World Day Against Child Labor on June 10, 2011 wherein 400 program partners and 300 children- beneficiaries participated; prepared memo to all DOLE ROs to conduct advocacy activities in celebration of said event
- Prepared memo to all DOLE ROs directing them to submit their plans of activities for the Children's Month Celebration in October 2011; prepared consolidated plan and submitted to Council for the Welfare of Children
- 362 registered CLKSS users as of December 31, 2011.
- 187 child labor-related reference materials uploaded in the CLKSS website
- No child labor case registered on CLKSS
- A total of 4,082 Working Child Permits were issued for public entertainment/information (3,989) and family undertakings (93).

Social Amelioration Program for Sugar Workers

Policy/Program/Project Development

- Published and disseminated to DOLE ROs, copies of *Department Order No. 116 series of 2011, Clarificatory Guidelines on the Workers Covered Under RA 6982 and Its Implementing Rules and Regulations as amended*
- Prepared and disseminated to all ROs, *AO No. 302 issued on July 27, 2011 Directing the Conduct of Orientation on Amended RA 6982 IRR* on August 16-19, 2011
- Crafted and disseminated to DOLE ROs, copies of *Department Order No. 114-11, amending the implementing rules and regulations of RA 6982* issued and published on June 12, 2011
- Prepared 13 STC Resolutions recommending the approval and release of funds for socio-economic projects (SEP) for sugar workers in the amount P41M.
- Prepared 10 STC Resolutions recommending policies for the improvement of the implementation of the SAP
- DOLE Sec. RDB approved on December 12, 2011 the project proposal for the Automated Social Amelioration Program (A-SAP) online system development and profiling of sugar workers in DOLE RO-2; for project implementation in 2012
- Draft guidelines developed and consulted with concerned ROs and DTCs in April 2011.
- Final draft disseminated for final comments. Revised Guidelines submitted to the Undersecretary before end of December 2011.

Program Support

Provided technical secretariat support to STC meetings (four regular and five special meetings) which resulted to the approval of 22 STC Resolutions

Capacity Building

Conducted orientation on DO 114-11 (Implementing Rules and Regulations on RA 6982) on August 16-19, 2011 in Cebu City to 10 ROs (2, 3, 4A, 5, 6, 7, 8, 10, 11 and 12).

Social Amelioration Program for Sugar Workers

Program Monitoring

- Conducted compliance audit of RO 11 on D.O 70-04 in June 20-26, 2011. Exit conference with RO officials & staff conducted. Final report submitted.
- Conducted financial audit on SAP related funds and monitoring of Cash Bonus distribution and implementation of sugar workers
- Death and Maternity benefit programs in November 22-25, 2011 in Region XII. Exit conference with RO officials and staff conducted. Final report submitted.
- Conducted financial and physical audit of the Giant Cardaba Project in June 2-26, 2011. Final report submitted.
- Conducted assessment of ten (10) Tiempo Muerto projects in Negros Occidental
- Facilitated the release of P25M SEPF to SIFI, NFSP and UNIFED and other program partners for various socio-economic undertaking benefiting 16,470 sugar workers and their dependents.

SAP Lien Collection

*Monitored the collection of lien in the amount of P192.946M or 87% for current crop year 2010-2011.

Cash Bonus Program

*Monitored the distribution of P193M cash bonus to 533,459 sugar workers for crop year 2010-2011.

Sugar Workers Maternity and Death Benefit Program

Monitored the payment of P2.074M maternity benefits to 1,037 sugar women workers and P6.734M death benefit to 962 sugar workers dependent under the death benefit program.

*subject to validation

Policy/Program/Project Development

In lieu of the Guidelines:

- Revised project concept paper on the DOLE Program Component on Exclusive Breastfeeding in the Workplace based on ILO's comments.

For women workers

- Issued and disseminated to 16 ROs and various stakeholders, Department Order No. 112-11, Guidelines Governing the Implementation of the Special Leave Benefits (SLB) for Women Workers in the Private Sector
- Provided inputs to proposed supplemental SLB Guidelines, September 2011
- Developed (in-house) the Family Welfare Information System; consultation workshop to identify data requirements held on October 27, 2011
- Conducted initial pilot testing during Family Welfare Program Capacity Building for Implementers held on November 23-25, 2011.

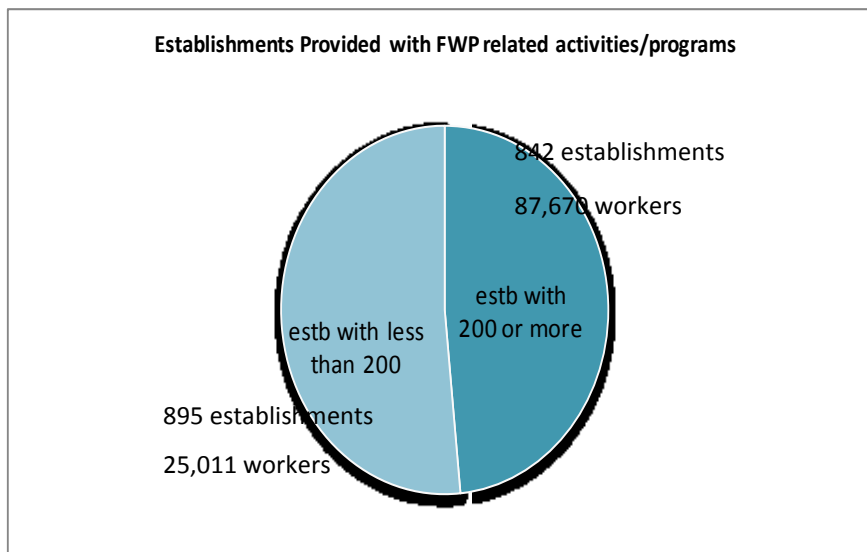
Capacity Building

- Developed curriculum/training design on Family Welfare Program Capacity Building for Implementers (topics, objectives, methodologies identified)
- Conducted training to 45 DOLE RO implementers (44) and staff from DOLE HRDS (1) on the conceptual and operational framework of the Family Welfare Program, related laws and policies on gender. Said training was held on November 23, 24 and 25, 2011, at the Bayview Park Hotel, Roxas Boulevard, Malate, Manila.

Family Welfare Program (FWP) and Women Workers Welfare Advocacy Program

Program Monitoring

Monitored program accomplishment reports by regions, revealing as follows:



- 1,737 establishments were covered under the DOLE conducted services/ activities for the FWP; of this total 842 establishments employ 200 or more workers while 895 establishments employ less than 200 workers.
- Of this figure, 87,670 workers are those working in establishment employing 200 or more workers while 25,011 are those working in establishments employing less than 200 workers.
- 112,681 workers were able to access related services/activities undertaken for FWP by DOLE; 46,644 (41.4%) of which are women.
- As of December 2011, the regional implementers have reached 268.9 percent of their FWP target of 41,900 workers reached.
- Conducted rapid assessment of the FWP regional implementation (16 regions)

Program Advocacy

- 2010 FWP Best Practices Video Presentation disseminated to all FWP regional implementers on January 2010
- 15 FWP Best Practices repackaged and uploaded to the BWSC Website on December 2011 for public viewing as information and advocacy material.

DOLE Integrated Livelihood Program Towards Community Enterprise Development

Policy/Program/Project Development

- Formulated, published and disseminated to all ROs and stakeholders:
Administrative Order No. 78 s. 2011 on Operational Guidelines on DILP Towards CED (signed by the DOLE Secretary on March 7, 2011), provided direction in the implementation of DILP to assist community groups in developing sustainable enterprises.
- *Administrative Order No. 432 s. 2011, Manual of Operations on the Use and Management of the DOLE Kabuhayan Information System (DKIS)*, which provided direction in the timely and efficient use and management of data and information on the implementation and monitoring of the DILP
- Formulated a *Memorandum of Understanding by and between the DOLE and ASSISI Development Foundation, Inc.* to foster partnership in the implementation of DILP Towards Community Development.
- Developed (in-house) and deployed the DKIS to DOLE ROs/FOs. Deployment of said system was completed on the third week of May 2011

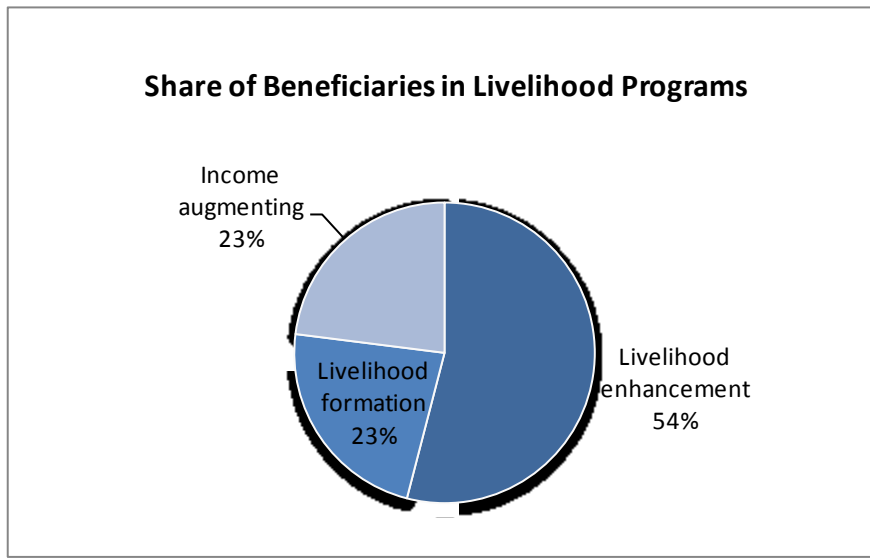
Capacity Building

- 218 DOLE Regional and Field Office staff in 16 regions trained with hands-on application on DKIS and oriented on DILP Towards CED from 3rd week of March to 2nd week of May.
- Enhanced appreciation on DKIS through orientation for:
 - ◇ Technical Working Group on Poverty Monitoring and Indicator System (held on March 31 at NSCB)
 - ◇ BWSC staff during Technical Learning Session (July 26, BWSC)
 - ◇ Inter-Agency Committee on Statistical Matters (August 9, BWSC Conf. Room)
 - ◇ DOLE Senior Officials (during meeting held on November 22, DOLE Executive Bldg.)
 - ◇ NRCO Staff (December 7, 2011; NRCO Intramuros, Manila)
 - ◇ OWWA Staff (December 9, 2011; OWWA, F.B. Harisson, Pasay City)
- Provided refresher course on DKIS to DOLE NCR (Aug. 28), RO 10 (Dec. 2), RO 11 (Dec. 27)

DOLE Integrated Livelihood Program Towards Community Enterprise Development

Monitored program accomplishment reports by regions, revealing as follows:

- A total of 94,597 beneficiaries were provided livelihood opportunities through 5,777 self-employment undertaking and 5,767 livelihood projects, benefiting 51,114 informal sector workers, 21,724 disadvantaged workers and 21,759 wage workers. As of December 2011, the regional implementers have already reached 163 percent of their DILP target of 58,000 workers.



- Forty-eight (48) exhibitors with a gross sales of P136,748.25 and 1,626 clients served on various programs and services of the DOLE and partner agencies
- A total 288 workers assisted through livelihood counseling during the Independence Day Celebration held at Luneta Park
- On KaSaMa (for parents of child laborers) - DOLE RO III Bulacan Field Office awarded on 8 September 2011 a livelihood assistance amounting to Ph 450,000 benefiting 80 parents of child laborers.
- 47 Field Offices and 16 RO TSSD have encoded their DILP data for CY 2010 thru DKIS

Integrated Services for Migratory Sugar Workers (I-SERVE Sacadas)

Program Monitoring

Monitored the implementation of the I-SERVE in the following Regions:

Region 7

- ◇ 327 Migratory sugar workers (MSWs) and 23 staff of Municipal Agriculture Office, Brgy. Officials and Facilitators participated in various capacity building trainings/seminar in Ayungon, Negros Oriental
- ◇ Distributed a cattle each to 19 MSWs in Manogtong, Ayungon and a carabao each to 24 MSW beneficiaries in Bayawan, Negros Oriental
- ◇ 41 MSWs benefiting from the ten (10) days emergency employment under the Food for Work Project to ten (10) days in two (2) sites in Candana-ay, Ayungon. The beneficiaries also received 50 kilos of rice each (35 kilos for the 1st tranche and 15 kilos for the 2nd tranche)
- ◇ Distributed school supplies to 119 former child laborers in Mato-bato, Bindoy, Negros Oriental

Region 6

- ◇ 32 MSWs participated in the Technical-Vocational Training Orientation on Welding and Automotive in Antique
- ◇ Skills Needs Assessment of fifty (50) MSWs of Laua-an, Antique conducted. Out of 50, only 27 or 54% will avail of the training services to be offered by TESDA.
- ◇ 174 MSWs beneficiaries benefitted from livestock raising project in Balete, Aklan (33); Brgy. Salamanca, Toboso (23); Brgy. San Jose (59); and Brgy Bug-ang (59) in Negros Occidental

Region 5

- ◇ Facilitated the preparation of Business Plan for the 200 beneficiaries in Goa and Sagnay, Camarines Sur
- ◇ Conducted profiling of 529 MSWs in five barangays (Goa, Ocampo, Pili, Sagnay and Tigaon) in Camarines Sur RO5

Region 4A

- ◇ Facilitated the enrollment 928 MSWs to Social Security System (SSS) and Philhealth

Self-Reliant Organization for Comprehensive Agrarian Reform Program (SRO-CARP)

From January to December 2011, 1,784 Agrarian Reform beneficiaries were simultaneously trained on organizational development and management, enterprise/project and financial management and livelihood, through 46 training seminars conducted in five sites, namely: Murcia, Negros Occidental and Sagay City -RO VI; Lagonglong, Misamis Oriental- RO 10; Sta Cruz, Davao del Sur- Ro XI; and Las Nieves, Agusan del Norte-Caraga)

Youth Employment and Migration (YEM)

Program/Policy Development

- Prepared and submitted to ILO proposal on Formulation of National Action Plan for Youth Employment and Migration and the TOR for the consultant to be engaged
- Facilitated the Session on Kita Mo? Turning Information into Opportunities during the International Youth Day 2011 celebration held on August 12, 2011 at SMX Convention Center

Capacity Building

- 60 disadvantaged youth trained on entrepreneurship (Generated Your Business Idea (GYB)/ Start your Business (SBY) in 2 sites (Agusan del Sur and Antique) on January 24-28 and January 31 to Feb. 4, 2011
- 24 trainees trained on Start and Improve Your Business Program (Masbate Province) on January 17-21, 2011
- Trainees Guide developed and Trainors of Training (TOT) for SIYB conducted.

Program Monitoring

- Assessed project performance of 198 trained youth covering the period January to December 2011 of existing YEM target areas; Report prepared.
- 60 disadvantaged youth trained on entrepreneurship (Generated Your Business Idea (GYB)/ Start your Business (SYB) in two sites (Agusan del Sur and Antique) on January 24-28 and January 31-February 4, 2011
- 24 trainees trained on Start and Improve Your Business (Masbate province) on January 17-21, 2011
- Trainings Guide developed and Trainors of Training (TOT) for SIYB conducted.

Special Program for the Employment of Students (SPES)

Program Monitoring

Monitored program accomplishment by regions, revealing as follows:

- A total of 138,635 youth benefitted from the SPES; with ROs VII (16,135), NCR (15,441), II (10,337), X (9,841), and III (9,574) reporting the greater bulk of beneficiaries reached. About 64,305 of the total are women.
- Prepared and disseminated to all DOLE ROs Memo of USec. Trasmonte instructing them to double their efforts to accomplish 100% utilization of SPES funds by end of 2011 and to submit monthly accomplishment report on SPES to BWSC.

⇒ In reply to DOLE CAR query, clarified the implementation of SPES and utilization of 2011 supplemental SPES budget

- Prepared and disseminated memo to all DOLE ROs regarding GSIS insurance premium for SPES beneficiaries, as a result of BWSC's meeting with GSIS
- As of December 2011, the regional implementers have reached 91.52 percent of their SPES target of 130,062 workers reached.

Program Advocacy

- Developed SPES brochure and disseminated to all DOLE ROs, requesting them to reproduce it for use in their advocacy with private companies, educational institutions and employers group, among others
- Advocated the SPES to Congressman Paez, Chairpersons, General Managers and Board of Directors of cooperatives from Mindanao
- Advocated the SPES to four (4) food chains for possible partnership, namely: The Pancake House, McDonalds, Shakey's Pizza, Jollibee Food Corporation; and one (1) educational institution (St. Dominic Institute)

INSTITUTION SUPPORT

Capacity Building for BWSC Staff

- ◇ 14 BWSC staff trained on DKIS held on July 26, 2011 at the BWSC Conference Room.
- ◇ 5 BWSC staff trained on Web Content Management for coordinators, held on July 21, 2011 at the BWSC Conference Room.
- ◇ 27 BWSC staff trained on MS Office Application Orientation, held on August 25, 2011 at the BWSC Conference Room.
- ◇ 15 BWSC staff trained on Network Storage and Back-up System-Part II, held on September 22, 2011 at the BWSC Conference Room.
- ◇ 50 BWSC staff trained on Labor Laws, held on October 13, 2011 at the BWSC Conference Room.
- ◇ 22 BWSC staff trained on communicating effectively, held on 22 November at the BWSC Conference Room
- ◇ 50 BWSC staff trained on Intra-Bureau Messaging System, held on December 19, 2011 at the BWSC Conference Room.
- ◇ 38 BWSC Program Managers, provided *Training on Basic Project Management, Implementation and Results-Based Monitoring*, held on December 12- 14, 2011 at the Kimberly Hotel, Pedro Gil, Malate, Manila

IEC Development and Advocacy

- Developed and disseminated brochures on various BWSC programs/projects, DOLE poverty reduction programs, DILP, Balik Pinay, CLKSS, SPES
- Designed and produced tarpaulins on BWSC programs/projects
- Promoted BWSC programs/projects thru participation in exhibits, as follows:
 - ◇ District Tripartite Council Congress held in Bacolod on April 6-7
 - ◇ Labor Day at Rizal Park on May 1
 - ◇ International Youth Day at SMX Convention Center, SM Mall of Asia, on August 12
 - ◇ “KA-PEACE-TAHAN Month” at Glorietta Mall on Sept. 21 (sponsored by Presidential Commission on Peace Process)
 - ◇ “KLM5” (Knowledge Learning Market 5) at Department of Agriculture- BSWM on Oct. 18-20)
 - ◇ National Statistics Month at DOLE Bldg. in Oct.
- Published 12 issues of e-Kwento

Appendices

TABLE 1 - Children Removed/Prevented from Child Labor Per Region

Philippines: 2011

Ros	Sagip Batang Manggagawa	Livelihood Asst.	Educ. Asst.	Other Means	Total
NCR	27	0	0	0	27
CAR	2	0	0	0	2
1	0	20	50	81	151
2	0	0	0	0	0
3	2	90	300	112	504
4-a	9	117	256	156	538
4b	0	60	0	78	138
5	0	0	180	298	478
6	19	102	0	96	217
7	7	0	179	0	186
8	5	0	0	1,237	1,242
9	0	0	0	0	0
10	0	0	150	1	151
11	1	0	0	0	1
12	0	0	1,549	242	1,791
13	0	0	0	76	76
TOTAL	72	389	2,664	2,377	5,502
female	13	6	1,340	1,624	2,983

TABLE 2 - Working Child Permit Issued by Region,**Philippines: 2011**

ROs	Public Entertainment/	Family Undertakings	Total
NCR	3,847	91	3,938
CAR	9	0	9
1	0	0	0
2	0	0	0
3	4	0	4
4-a	7	0	7
4b	0	0	0
5	6	0	6
6	2	0	2
7	27	2	27
8	55	0	57
9	0	0	0
10	3	0	3
11	3	0	3
12	23	0	23
13	3	0	3
TOTAL	3,989	93	4,082

**TABLE 3 - Beneficiaries of Social Amelioration Program in
Sugar Industry by Region,
Philippines: 2011**

ROs	Maternity		Death	
	No. of workers	Amount	No. of workers	Amount
NCR				
CAR				
CARAGA				
1				
2	196	392,000	36	252,000
3	1	2,000	20	140,000
4a	29	58,000	57	399,000
4b				
5	12	24,000	13	91,000
6-Panay	145	290,000	83	581,000
6-BDO	336	672,000	478	3,346,000
6-Negros Occ				
7	94	188,000	108	756,000
8	4	8,000	7	49,000
9				
10	98	196,000	83	581,000
11	64	128,000	37	259,000
12	58	116,000	40	280,000
TOTAL	1,037	2,074,000	962	6,734,000

TABLE 4 - Establishments Reached thru FWP related activities and Programs by Region, Philippines: 2011

ROs	Estb. w/200 or more		Estb. w/ less than 200		Total Establishments	Total Workers
	Establishments	Workers	Establishments	Workers		
NCR	25	7,548	24	2,586	49	10,134
CAR	24	5,309	8	519	32	5,828
1	6	5,653	30	2,215	36	7,868
2	10	625	5	203	15	828
3	31	7,374	132	979	163	8,353
4a	235	21,344	2	270	237	21,614
4b	0	210	0	0	0	210
5	6	505	2	244	8	749
6	37	8,827	5	483	42	9,310
7	156	10,299	62	6,613	218	16,912
8	5	43	74	524	79	567
9	25	1,686	12	52	37	1,738
10	77	3,951	166	2,672	243	6,623
11	140	9,004	218	5,893	358	14,897
12	20	595	52	320	72	915
CARAGA	45	4,697	103	1,438	148	6,135
TOTAL	842	87,670	895	25,011	1,737	112,681

Data generated January 2, 2011

**TABLE 5 - Workers Provided with Livelihood Assistance by Region,
Philippines: 2011**

ROs	Livelihood Enhance- ment	Livelihood Formation	Workers Income– Augmentation Program (WIN-AP)	TOTAL
NCR	1,944	942	2,599	5,485
CAR	1,338	513	694	2,545
1	3,199	3,499	154	6,852
2	2,493	1,768	243	4,504
3	6,173	2,200	5,067	13,440
4-a	5,240	1,117	1,298	7,655
4b	1,466	514	156	2,136
5	810	1,507	340	2,657
6	1,108	2,096	740	3,944
7	10,072	1,988	167	12,227
8	701	461	142	1,304
9	1,562	1,024	0	2,586
10	8,334	617	1,134	10,085
11	4,683	1,402	1,609	7,694
12	535	1,095	7,316	8,946
13	1,456	981	100	2,537
TOTAL	51,114	21,724	21,759	94,597
Projects	5,726	5,743	39	11,544

**TABLE 6 - SRO CARP Beneficiaries by Region,
Philippines: 2011**

Project Sites	No. of Trainings	No. of Beneficiaries
Region 6	13	837
Region 10	5	200
Region 11	13	412
Caraga	9	335
Total	40	1784

**TABLE 7 - SPES Beneficiaries by Region,
Philippines: 2011**

ROs	No. of Beneficiaries
NCR	15,441
CAR	4,914
1	4,869
2	10,337
3	9,574
4-a	7,898
4b	6,320
5	5,127
6	8,688
7	16,135
8	9,143
9	9,429
10	9,841
11	5,904
12	7,213
CARAGA	7,802
TOTAL	138,635
Female	64,305