



**DEPARTMENT OF LABOR AND EMPLOYMENT
DEPARTMENT OF TOURISM**

Joint Memorandum Circular No. 2020-001

IMPLEMENTING GUIDELINES ON PROVIDING FINANCIAL ASSISTANCE AND CASH-FOR-WORK PROGRAM FOR DISPLACED WORKERS IN TOURISM SECTOR

WHEREAS, Republic Act (RA) No. 11494, otherwise known as *Bayanihan to Recover as One Act* was enacted on 11 September 2020 in cognizance of the adverse impact of the COVID-19 pandemic to the Philippine economy and society;

WHEREAS, the outbreak of COVID-19 pandemic constitutes an emergency that threatens national economy and causes displacement of workers in the tourism sector which requires a whole-of-government response;

WHEREAS, Section 3 (a) of the said Republic Act requires the establishment of mechanisms to reduce the adverse impact of COVID-19 on the socioeconomic well-being of all Filipinos through provision of assistance, subsidies, and other forms of socioeconomic relief;

WHEREAS, Section 4 (f) (2) of said Republic Act mandates the provision of assistance to displaced workers or employees due to COVID-19, regardless of type of employment, in sectors of the economy as may be identified by the Department of Labor and Employment (DOLE);

WHEREAS, Section 4 (hh) (3) of said Republic Act directs the Department of Tourism (DOT) to assist critically impacted businesses that are tourism enterprises, including tourism-oriented barangay micro business enterprises, cooperatives engaged in tourism-related activities through the provision of cash-for-work programs and the unemployment and involuntary assistance for the displaced workers or employees in the tourism sector;

WHEREAS, pursuant to above and in line with Section 10 (h) of said Republic Act, DOLE and DOT shall work together in the provision of cash assistance to DOT accredited Tour Guides and LGU-licensed Tour Guides whose livelihood are affected by the COVID-19 pandemic;

WHEREAS, pursuant to above and in line with Section 10 (r) (2) of said Republic Act, DOLE and DOT shall work together in the provision of cash assistance to displaced employees of DOT-Accredited Primary and Secondary Tourism Enterprises and Local Government Unit (LGU) Licensed Primary Tourism Enterprises, and workers in the Community-Based Tourism Organizations (CBTOs) whose livelihood are affected by the COVID-19 pandemic;

WHEREFORE, with the foregoing premises considered, this Joint Memorandum Circular (JMC) is hereby issued to provide the guidelines in the grant of financial assistance to displaced employees of DOT-accredited Primary and Secondary Tourism Enterprises, LGU-licensed primary enterprises, and members of registered CBTOs.

I. GENERAL PROVISIONS

Section 1. Objective. The financial assistance under this JMC shall be extended to displaced employees or workers in DOT-accredited Primary and Secondary Tourism Enterprises, LGU-licensed Primary Tourism Enterprises, and registered CBTOs, as well as to DOT-Accredited and

LGU-Licensed Tour Guides to mitigate the economic impact of the COVID-19 on the workers in the tourism sector.

Section 2. Definition of Terms. As used in this Joint Memorandum Circular, the following shall mean:

- a. **Beneficiary** – refers to a worker who is qualified to be a recipient of the financial assistance or the cash-for-work assistance.
- b. **Cash-for-Work Program** – refers to an emergency employment program for Displaced Tourist Workers for a short-term period, granted in accordance with the Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers or TUPAD Program of the DOLE.
- c. **Community-Based Tourism Organizations (CBTOs)** – refers to organized groups in a community, duly registered with the relevant National Government Agency or the relevant Local Government Unit and which has not received any financial assistance from any National Government Agency, exclusively serving tourists in a tourist attraction/destination.
- d. **Community Tour Guide** – refers to an individual tour guiding within a particular site, attraction, and/or specific activities in a community or locality where he/she has been issued DOT Accreditation.
- e. **Displaced Tourism Workers** – refer to workers in the tourism sector who became unemployed or have lost their livelihoods due to the COVID-19 pandemic.
- f. **DOT Accreditation** – refers to a Certification issued by the DOT to a Tourism Enterprise that officially recognizes it as having complied with the minimum standards for the operation of tourism facilities and services.
- g. **Financial Assistance** – refers to a one-time financial assistance equivalent to Five Thousand Pesos (PhP5,000.00) granted in accordance with the COVID Adjustment Measures Program (CAMP) of the DOLE.
- h. **LGU License** – refers to a Mayor's Permit or Business Permit duly issued by the relevant City or Municipality.
- i. **Local Government Unit (LGU)** – refers to those institutional units whose fiscal, legislative and executive authority extends over the smallest geographical areas distinguished for administrative and political purposes. For purposes of this JMC, LGUs shall be limited to Cities and Municipalities.
- j. **Managerial Employees** – refer to employees vested with the powers or prerogatives to lay down management policies and to hire, transfer, suspend, lay-off, recall, discharge, assign or discipline employees or effectively recommend such managerial actions.
- k. **Persons of Concern (POCs)** – refers to a population of persons identified by the United Nations High Commissioner for Refugees (UNHCR) as refugees, returnees, stateless people, internally displaced, and asylum-seekers.
- l. **Primary Tourism Enterprises (PTEs)** – refer to facilities and services that are directly related to tourism such as to travel and tour services; land, sea and air transport services exclusively for tourist use; accommodation establishments; convention and exhibition organizers; tourism estate management services; and such other enterprises accredited by the Department of Tourism.

- m. **Regional Tour Guide** – refers to individuals guiding within a region where s/he has been issued DOT Accreditation.
- n. **Secondary Tourism Enterprises (STEs)** – refers to all other Tourism Enterprises that may be related to tourism but are not Primary Tourism Enterprises.
- o. **Tour Guide** – refers to an individual with specific area qualification who leads tour groups or individual visitors through a particular attraction, activity, site, or destination and provides interesting or enlightening facts and information or interpretation, for a fee, commission, or any other form of lawful remuneration.
- p. **Tourism Enterprises (TEs)** – refer to facilities, services, and attractions involved in tourism, such as, but not limited to: travel and tour services; tourist transport services, whether for land, sea or air transportation; tour guides; adventure sports services involving such sports as mountaineering, spelunking, scuba diving, and other sports activities of significant tourism potential; convention organizers; accommodation establishments, including, but not limited to, hotels, resorts, apartelles, tourist inns, motels, pension houses, and home stay operators; tourism estate management services, restaurants, shops and department stores, sports and recreational centers, spas, museums and galleries, theme parks, convention centers, and zoos.

II. APPROPRIATIONS AND COVERAGE

Section 3. Distribution of Appropriations. Displaced Tourism Workers are entitled to avail of the Financial Assistance or Cash for Work Program pursuant to RA No. 11494 in accordance with the following guidelines:

- a. Php3 Billion under Section 10 (r) (2) of RA No. 11494 shall be initially distributed to the following Displaced Tourism Workers, in accordance with the DOLE COVID Adjustment Measures Program (CAMP):
 - i. Displaced Tourism Workers in DOT-Accredited Primary Tourism Enterprises;
 - ii. Displaced Tourism Workers in DOT-Accredited Secondary Tourism Enterprises;
 - iii. Displaced Tourism Workers in LGU-Licensed (Non-DOT-Accredited) Primary Tourism Enterprises; and
 - iv. Members of registered CBTOs.
- b. Any balance of the foregoing amount shall be allocated among all regions following the allocation criteria and computation in **ANNEX A**, to be used for the Financial Assistance or Cash for Work Program for Displaced Tourism Workers not covered by this JMC, through DOLE's TUPAD and CAMP Programs.
- c. Php100 Million under Section 10 (h) of RA No. 11494 shall be distributed to Displaced Tour Guides regardless of employment status, in accordance with the DOLE CAMP.

Priority shall be given to unserved beneficiaries under Republic Act No. 11469 or the Bayanihan to Heal as one Act ("BAYANIHAN 1").

Section 4. Exclusions. The following are excluded from the benefits under this JMC:

- a. Government employees;
- b. Beneficiaries of the COVID-19 Adjustment Measures Program (CAMP) under BAYANIHAN 1, Department of Finance (DOF)'s Small Business Wage Subsidy (SBWS) program, or the Department of Social Welfare and Development (DSWD)'s Social Amelioration Program (SAP), and Social Security System's (SSS) Unemployment Benefit;

- c. Managerial Employees and workers with monthly gross salary of at least Forty Thousand Pesos (Php 40,000.00); and
- d. Foreign nationals except Persons of Concern (POCs).

III. FINANCIAL ASSISTANCE FOR DISPLACED TOURISM WORKERS

Section 5. Coverage. The following Displaced Tourism Workers may be entitled to avail of the Financial Assistance, to be sourced from the PhP3 Billion allocation under Section 10 (r) (2) of RA No. 11494:

- a. Displaced Tourism Workers in DOT-Accredited Primary Tourism Enterprises;
- b. Displaced Tourism Workers in DOT-Accredited Secondary Tourism Enterprises;
- c. Displaced Tourism Workers in LGU-Licensed (Non-DOT-Accredited) Primary Tourism Enterprises; and
- d. Members of registered CBTOs.

Section 6. Covered Enterprises; Accreditation and/or Registration Requirements. Tourism Enterprises and CBTOs whose employees or members are entitled to Financial Assistance must be accredited and/or registered for the following periods:

6.a. DOT-Accredited Tourism Enterprises

Type	Coverage	Validity of DOT Accreditation
Primary Tourism Enterprises		
Accommodation Establishments	Hotels	a. If valid for 2 years, all TEs whose accreditation were issued in 2018 and 2019;
	Resorts	
	Apartment Hotels	
	Mabuhay Accommodation ¹	
	Homestay	
Travel and Tour Agencies	N/A	b. If valid for 1 year, all TEs whose accreditation were issued in 2019;
Tourist Transport Operators	Land Transport	c. All TEs whose accreditation were issued in 2020 on or before the 31st of August;
	Sea Transport	
	Air Transport	
Other Primary Tourism Enterprises	MICE Facility	d. All TEs whose provisional accreditation were issued before 31 August 2020, but was later issued a regular accreditation after such date.
	MICE Organizer	
	Adventure/Sports and Eco Tourism Facility	
Tourism Frontliner	Tourism Trainer	
Secondary Tourism Enterprises		
Tourism Related Establishments	Restaurants	a. All TEs whose accreditation were issued in 2019;
	Tourism Training Centers	
	Tourist Shops	
	Zoos	
	Tourism Recreation Centers	b. All TEs whose accreditation were issued in 2020, but not later than 31 August 2020;
	Agri Tourism Farm Sites	
	Gallery/Museums	
	Tourism Entertainment Complex	
Health and Wellness Services	Ambulatory Clinic	c. All TEs whose provisional accreditation were issued before 31 August 2020 but was later
	Spa	
	Tertiary Hospital	

¹ Tourist Inns, Pension Houses, Motels, Bed and Breakfasts, Vacation Homes, Hostels.

		issued a regular accreditation after such date.
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6.b. LGU-Licensed (Non-DOT-Accredited) Primary Tourism Enterprises

Type	Coverage	License Validity
Primary Tourism Enterprises		
Accommodation Establishments	Hotels	a. All TEs whose business permits were issued in 2019
	Resorts	
	Apartment Hotels	
	Mabuhay Accommodation ²	
	Homestay	
Travel and Tour Agencies	N/A	b. All TEs whose business permits were issued in 2020, but not later than 31 August 2020.
Tourist Transport Operators	Land Transport	
	Sea Transport	
	Air Transport	
Other Primary Tourism Enterprises	MICE Facility	
	MICE Organizer	
	Adventure/Sports and Eco Tourism Facility	
	Tourism Trainer	

6.c. Community-Based Tourism Organizations

All CBTOs as defined under Section 2 of this Joint Memorandum Circular, registered with their respective regulating National Government Agencies or LGUs as of 31 December 2019.

Section 7. General Procedural Guidelines. The following guidelines shall be observed in the availment of Financial Assistance, which shall be applied for by the Tourism Enterprise or CBTO on behalf of Displaced Workers or members:

7.1. Eligibility Requirements. In addition to meeting the DOT-Accreditation or LGU License requirements under section 6, an applicant Tourism Enterprise must be:

- a. A DOT-Accredited Primary or Secondary Tourism Enterprise that has retrenched its workforce, or undergone temporary or permanent closure due to the COVID-19 pandemic;
- b. An LGU-licensed (DOT-Non-Accredited) Primary Tourism Enterprise that has retrenched its workforce, or undergone temporary or permanent closure due to the COVID-19 pandemic; or
- c. A registered Community-Based Tourism Organization (CBTO) whose livelihood had been affected due to the COVID-19 pandemic.

7.2. Documentary Requirements.

7.2.1. DOT-Accredited Primary and Secondary Tourism Enterprises shall provide the following documents:

- a. Payroll or any of the following alternative documents stated in DOLE Labor Advisory No. 12-A, Series of 2020:
 1. Proof of payment of wages via logbook or ledger;
 2. Employment contract;
 3. Cash voucher or petty cash voucher;

² Tourist Inns, Pension Houses, Motels, Bed and Breakfasts, Vacation Homes, Hostels.

4. Authority to debit account sent by employer to bank for the wage of employees;
 5. SSS, PhilHealth, and Pag-IBIG Alphalist or list of remittances;
 6. BIR Form 2316; or
 7. List of employees with 13th month pay.
- b. Photocopy of DOT Accreditation Certificate; and
 - c. Proof of unemployment (e.g. Certificate of Employment or Unemployment, Notice of Termination, or Affidavit of Termination of Employment)

7.2.2. LGU-Licensed Primary Tourism Enterprises shall provide the following documents:

- a. Payroll or any of the following alternative documents stated in DOLE Labor Advisory No. 12-A, Series of 2020:
 1. Proof of payment of wages via logbook or ledger;
 2. Employment contract;
 3. Cash voucher or petty cash voucher;
 4. Authority to debit account sent by employer to bank for the wage of employees;
 5. SSS, PhilHealth, and Pag-IBIG Alphalist or list of remittances;
 6. BIR Form 2316; or
 7. List of employees with 13th month pay.
- b. Proof of unemployment (e.g. Certificate of Employment or Unemployment, Notice of Termination, or Affidavit of Termination of Employment); and
- c. Certified True Copy of LGU License or Business Permit.

7.2.3. CBTOs shall provide the following documents:

- a. Copy of valid Registration Certificate from the relevant National Government Agency or LGU; and
- b. List of active members as certified by the organization/association head.

7.3 Procedure for Application:

- a. The Tourism Enterprise or CBTOs must submit all documentary requirements to the DOT Regional Office concerned for initial evaluation.
- b. Upon verification of completeness, the DOT Regional Office shall direct the applicant to submit their application and complete documentary requirements online through <https://reports.dole.gov.ph/>. A tracking number will be provided to the applicant to check the status of their applications.
- c. The DOLE Regional Office shall evaluate the application within seven (7) working days from receipt thereof.
- d. Upon evaluation and within three (3) working days after the lapse of the evaluation period, the DOLE Regional Office shall issue via electronic mail either of the following:
 1. For approved application, a Notice of Approval which shall indicate the name and logo of both the DOT and DOLE;
 2. For denied application, a Notice of Denial.

IV. FINANCIAL ASSISTANCE FOR DISPLACED TOUR GUIDES

Section 8. Coverage. Displaced Tour Guides may be entitled to avail of the Financial Assistance, to be sourced from the Php100 Million allocation under Section 10 (h) of RA No. 11494.

Section 9. Eligibility. To be entitled to avail of Financial Assistance, a Displaced Tour Guide must meet all of the following requirements:

- a. Must be a member of a tour guide organization or association that has been registered with a relevant LGU or National Government Agency on or before 31 December 2019;
- b. Must have a valid DOT Accreditation or an LGU License, issued not later than 31 August 2020; and
- c. Must undergo the relevant training for Tour Guides to be conducted by the DOT after submission of an application for Financial Assistance.

Section 10. Documentary Requirements.

- a. Copy of Registration Certificate from National Government Agency or LGU concerned;
- b. List of members that are DOT-accredited as duly certified by the organization/association head, indicating their respective valid DOT accreditation number or list of members that are LGU licensed as duly certified by the organization/association head, with a copy of Business permits/LGU license attached therein; and
- c. Certification by DOT of List of Association Members who completed the required Training.

Section 11. Procedure for Application:

- a. The association or organization must submit the first two documentary requirements under the preceding Section to the DOT Regional Office concerned for initial evaluation.
- b. Upon verification of completeness, the DOT shall facilitate the conduct of the relevant training and issue the Certification of list of association members who completed the required training.
- c. The DOT Regional Office shall direct the applicant to submit their application and complete documentary requirements online through <https://reports.dole.gov.ph/>. A tracking number will be provided to the applicant to check the status of their applications.
- d. The DOLE Regional Office shall evaluate the application within seven (7) working days from receipt thereof.
- e. Upon evaluation and within three (3) working days after the lapse of the evaluation period, the DOLE Regional Office shall issue via electronic mail either of the following:
 - i. For approved application, a Notice of Approval which shall indicate the name and logo of both the DOT and DOLE;
 - ii. For denied application, a Notice of Denial.

V. FINANCIAL ASSISTANCE OR CASH-FOR-WORK PROGRAM FOR OTHER DISPLACED TOURISM WORKERS

Section 12. Coverage. Displaced Tourism Workers not covered by Parts III and IV of this JMC, such as Tour Guides that are not members of any registered association or organization, informal sector tourism workers, or tourism workers that do not meet the requirements under this JMC, shall be entitled to avail of Financial Assistance under the CAMP, or avail of the Cash-for-Work Program under TUPAD, as may be applicable, subject to the relevant guidelines of the respective programs.

In case such Displaced Tourism Worker has been granted a DOT-Accreditation, the relevant DOT Regional Office may make the necessary endorsement to DOLE for inclusion in CAMP or TUPAD.

VI. IMPLEMENTATION AND MONITORING

Section 13. Component-Specific Procedural Guidelines



- a. **Disbursement of Financial Support.** The final list of Beneficiaries to be paid shall be forwarded by the DOT Regional Offices to their corresponding DOLE Regional Offices. The DOLE Regional Office shall issue the financial support directly to the Beneficiary's account through bank transfer or electronic payment facility within two (2) weeks upon the approval of the application.
- b. **Correction of Beneficiary Information.** Discrepancies on the Beneficiary's information (i.e. name, contact number, etc.) affecting the transfer of financial assistance by the DOLE Regional Offices shall be reverted to the company, CBTOs, or tour guide organization or association for correction and/or validation.
- c. **Completion.** The DOLE shall endorse the list of paid Beneficiaries to DOT.

Section 14. Monitoring. To ensure that program objectives are met and Beneficiaries are assisted, the DOLE Regional Office concerned shall prepare and submit necessary monitoring reports to the Bureau of Local Employment (BLE) and Bureau of Workers with Special Concerns (BWSC) through the online monitoring platform. All reports shall be consolidated and evaluated by the BLE and BWSC, and shall be submitted to the offices of the Secretary of Tourism and Secretary of Labor and Employment.

Section 15. Evaluation. A joint evaluation of the program implementation between DOLE and DOT shall be conducted three (3) months after its commencement to determine the soundness of the policies and effectiveness of the program. Regular meetings shall be conducted to discuss and resolve issues and problems arising from the program implementation.

VII. OTHER PROVISIONS

Section 16. Budget and Administrative Costs. The Php3 Billion under Section 10 (r)(2) and Php100 Million under Section 10 (h) of RA No. 11494 shall be allocated and utilized to cover financial support and subsidy assistance, as well as applicable bank service charges for transfer of payment to Beneficiaries.

Both DOT and DOLE shall bear their respective administrative costs in the implementation of this Joint Memorandum Circular, which shall be charged to their respective agencies' funds.

Section 17. Separability Clause. If any portion or provision of this Joint Guidelines is declared void or unconstitutional, the remaining portions or provisions thereof shall not be affected by such declaration.

Section 18. Effectivity. These Joint Guidelines shall take effect three (3) days after its publication in a newspaper of general circulation.

Approved this 30th day of October 2020.


SILVESTRE H. BELLO III

Secretary

Department of Labor and Employment

Dept. of Labor & Employment
Office of the Secretary



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BERNADETTE ROMULO-PUYAT

Secretary

Department of Tourism



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PROPOSED BAYANIHAN ACT II 2ND ROUND RANKING

CRITERIA 1: NUMBER OF TOURISM ENTERPRISES

REGION	DOT-ACCREDITED PRIMARY TOURISM ENTERPRISES	ESTIMATED LGU-LICENSED PRIMARY TOURISM ENTERPRISES	PERCENTAGE ON TOTAL NUMBER OF TOURISM ENTERPRISES (DOT ACCREDITED + LGU-LICENSED / TOTAL NUMBER OF TE's)	PERCENTAGE SHARE FOR TOURISM ENTERPRISES (% OF PRIMARY TOURISM ENTERPRISES * 0.5)
NCR	1,352	396	10.67%	5.34%
CAR	285	64	2.13%	1.07%
REGION I	626	686	6.00%	4.00%
REGION II	258	184	3.00%	1.50%
REGION III	709	894	9.78%	4.89%
REGION IV-A	415	1,452	11.38%	5.70%
REGION IV-B	886	921	11.02%	5.51%
REGION V	366	84	2.74%	1.37%
REGION VI	910	835	16.65%	8.33%
REGION VII	603	1,722	14.19%	7.10%
REGION VIII	321	193	3.13%	1.57%
REGION IX	178	73	1.53%	0.77%
REGION X	375	257	3.85%	1.93%
REGION XI	463	374	5.10%	2.55%
REGION XII	115	88	1.23%	0.62%
REGION XIII	89	210	1.82%	0.91%
TOTAL:	7,951	8,433	100%	50%

CRITERIA 2: TOURISM RECEIPTS

REGION	TOURIST RECEIPTS (DOMESTIC AND FOREIGN)	REGIONAL RECEIPTS / NATIONAL RECEIPTS	50%	PERCENTAGE SHARE FOR TOURIST RECEIPTS
NCR	153,395,173,367.00	23.00%	0.5	11.50%
CAR	8,433,531,000.00	1.20%		0.60%
REGION I	3,470,896,373.00	0.50%		0.25%
REGION II	10,065,204,815.00	1.00%		0.50%
REGION III	27,051,079,000.00	4.00%		2.00%
REGION IV-A	33,300,313,700.00	5.00%		2.50%
REGION IV-B	26,894,448,000.00	4.00%		2.00%
REGION V	5,810,317,800.00	0.80%		0.40%
REGION VI	131,427,707,937.47	22.00%		11.00%
REGION VII	149,752,411,005.00	22.00%		11.00%
REGION VIII	24,556,000,000.00	3.80%		1.90%
REGION IX	2,435,263,990.00	0.30%		0.15%
REGION X	8,696,137,245.87	1.30%		0.65%
REGION XI	54,280,000,000.00	8.00%		4.00%
REGION XII	6,350,008,520.00	0.90%		0.45%
REGION XIII	18,477,576,000.00	2.70%		1.35%
TOTAL:	664,396,669,353.34	100%	0.5	50%

FINAL RANK OF REGIONS BASED ON THE 2 CRITERIAS

REGION	50% CRITERIA FOR TOURIST RECEIPTS	50% CRITERIA FOR PRIMARY TOURISM ENTERPRISES	TOTAL	RANK
NCR	11.50%	5.34%	16.84%	2nd
CAR	0.60%	1.07%	1.67%	14th
REGION I	0.25%	4.00%	4.25%	8th
REGION II	0.50%	1.50%	2.00%	12th
REGION III	2.00%	4.89%	6.89%	6th
REGION IV-A	2.50%	5.70%	8.20%	4th
REGION IV-B	2.00%	5.51%	7.51%	5th
REGION V	0.40%	1.37%	1.77%	13th
REGION VI	11.00%	5.33%	16.33%	3rd
REGION VII	11.00%	7.10%	18.10%	1st
REGION VIII	1.80%	1.57%	3.37%	9th
REGION IX	0.15%	0.77%	0.92%	10th
REGION X	0.65%	1.93%	2.58%	10th
REGION XI	4.00%	2.55%	6.55%	7th
REGION XII	0.45%	0.62%	1.07%	15th
REGION XIII	1.35%	0.91%	2.26%	11th
TOTAL:	50%	50%	100%	