



DEPARTMENT ORDER NO. 218
Series of 2020

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**GUIDELINES ON THE IMPLEMENTATION OF
COVID-19 ADJUSTMENT MEASURES PROGRAM (CAMP)
UNDER THE BAYANIHAN TO RECOVER AS ONE ACT**

WHEREAS, pursuant to Republic Act (RA) No. 10121, otherwise known as Philippine Disaster Risk Reduction and Management Act of 2010, the State guarantees the protection of labor, promotion of full employment, and equality of employment opportunities for all. It is the policy of the State to uphold the people's constitutional rights to life and property, and provide maximum care, assistance and services to individuals and families affected by disaster, implement emergency rehabilitation projects to lessen the impact of disaster, and facilitate resumption of normal social and economic activities.

WHEREAS, the outbreak of COVID-19 constitutes an emergency that threatens public health and national security which requires a whole-of-government response including the implementation of urgent and critical measures to mitigate its effects and impact to the community, and prevent serious disruption of the functioning of government and the community¹.

WHEREAS, RA No. 11469 or the Bayanihan to Heal as One Act (BAYANIHAN 1) mandated various national government agencies including the Department of Labor and Employment (DOLE) to implement social protection programs, projects, and services to mitigate the effects of the declaration on the economic, physical and psychosocial well-being of the most vulnerable sectors. This intensified government response on the implementation of social amelioration measures by concerned agencies shall ensure mobilization of the necessary resources for the provision of urgent and appropriate services and assistance.

WHEREAS, the DOLE, under the BAYANIHAN 1, implemented the COVID-19 Adjustment Measures Program (CAMP) for formal sector workers to mitigate the adverse economic impacts of the COVID-19 pandemic on workers, establishments, and businesses².

WHEREAS, RA No. 11494 or the Bayanihan to Recover as One Act (BAYANIHAN 2) was promulgated on 11 September 2020 in recognition of the lingering consequences of the COVID-19 pandemic to the Philippine economy and society and to establish mechanisms to further reduce its impact on the socio-economic well-being of Filipinos through the provision of assistance and other forms of socio-economic relief.

WHEREAS, Section 4 (f) (2) of BAYANIHAN 2 mandates the provision of assistance to displaced workers or employees in the formal sector, regardless of type of employment, due to the COVID-19 pandemic;

WHEREAS, Section 4 (hh) (3) of BAYANIHAN 2 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

¹ Proclamation No. 922 (Declaring a State of Public Health Emergency Throughout the Philippines) and Inter-Agency Task Force for the Management of Emerging Infectious Diseases Joint Resolution Nos. 11 and 12, Series of 2020

² DOLE Department Order Nos. 209, 210 and 212, Series of 2020

through the provision of cash-for-work programs and unemployment and involuntary separation assistance for the displaced workers or employees;

WHEREAS, the DOLE shall partner with the DOT in the provision of cash assistance to employees of DOT-accredited primary and secondary enterprises;

WHEREAS, the DOLE endeavors to implement CAMP under BAYANIHAN 2 in recognition of the government's pursuit of a whole-of-nation approach in the implementation of recovery and rehabilitation measures to cushion the pandemic's impacts on the economy and society;

WHEREFORE, this Guidelines on the Implementation of CAMP under the Bayanihan to Recover as One Act (Guidelines) is hereby issued to ensure the effective and streamlined implementation of the above-stated DOLE program. This Guidelines specifies the objectives and coverage, program assistance and corresponding requirements, and the procedures concerning the delivery of services as means of social protection and welfare for affected formal sector workers.

ARTICLE I DEFINITION OF TERMS

The following terms, as used in this Guidelines, shall refer to:

1. **Affected establishments** – private establishments that have implemented permanent closure or, as a mitigating measure, have implemented retrenchment, temporary closure and other alternative arrangements pursuant to DOLE Labor Advisory Nos. 09, 17 and 17-B, Series of 2020.
2. **Affected workers** – workers in private establishments whose employment face or suffer interruption due to the COVID-19 pandemic.
3. **Beneficiary** – establishments or individuals who are qualified to be recipients of CAMP.
4. **Displaced workers** – workers whose employment is permanently terminated due to authorized and/or other causes that is related to COVID-19, as assessed by the DOLE Regional Office. For purposes of this Guidelines only, it also includes a worker temporarily laid-off or on floating status.
5. **Job Order** – piece work (*pakyaw*) or intermittent or emergency jobs such as clearing of debris on the roads, canals, waterways, etc. after natural/ man-made disasters/occurrences and other manual/trades and crafts services such as carpentry, plumbing, electrical, and the like. These jobs are of short duration and for a specific piece of work³.
6. **Local Government Unit (LGU)** – those institutional units whose fiscal, legislative and executive authority extend over the smallest geographical areas distinguished for administrative and political purposes⁴.
7. **Persons of Concern (POC)** – a population of persons identified by the United Nations High Commissioner for Refugees (UNHCR) as refugees, returnees, stateless people, internally displaced, and asylum-seekers.

³ Paragraph 5.4 Civil Service Commission (CSC) and Department of Budget & Management Joint Circular No. 1, s. 2017

⁴ System of National Accounts 4.198.

8. **Temporarily laid-off workers** – workers whose employment are affected by reason of temporary closure or suspension of operations of the employer's business establishment or not deemed terminated following the suspension of the operation of the business or undertaking, without prejudice for those who have filed for illegal or constructive dismissal cases.
9. **Workers in the formal sector** – workers in registered business enterprises who sell their services in exchange for wages and other forms of compensation⁵.

ARTICLE II PROGRAM DESCRIPTION

The COVID-19 Adjustment Measures Program (CAMP) is a safety net program that provides one-time financial support to affected workers in the formal sector due to the COVID-19 pandemic.

ARTICLE III PROGRAM OBJECTIVES

The CAMP aims to provide financial support to affected workers in the formal sector, regardless of status, in private establishments or those who are employed by any person acting directly or indirectly in the interest of an employer in relation to an employee.

ARTICLE IV COVERAGE AND PERIOD

The CAMP shall cover displaced workers or employees due to COVID-19 including probationary, project, seasonal, contractual and casual employees in private health institution, culture and arts, creative industries, including but not limited to, film and audiovisual workers, broadcast, construction, public transportation, trade and industries, cooperatives, and other sectors of the economy, as may be identified by DOLE.

However, the following preference shall be followed:

1. Micro, small and medium establishments who applied for CAMP on or before 15 April 2020 but did not receive any financial assistance under BAYANIHAN 1;
2. Other private establishments that are not categorized as micro, small and medium establishments who applied for CAMP on or before 15 April 2020 but did not receive any financial assistance under BAYANIHAN 1;
3. Micro, small and medium establishments that will apply for the first time under BAYANIHAN 2; and
4. Other private establishments that are not categorized as micro, small and medium establishments that will apply for the first time under BAYANIHAN 2.

⁵ RA 8425, otherwise known as the Social Reform and Poverty Alleviation Act

ARTICLE V PROGRAM ASSISTANCE

The following services and assistance shall be provided to eligible beneficiaries:

Section 1. Sectors and Corresponding Benefits

- a. **Private Establishments, Retrenched, and Temporarily Laid-Off Workers.** This component shall provide affected workers with financial relief necessary to mitigate the immediate adverse economic impacts of the COVID-19 pandemic. A one-time financial assistance equivalent to Php 5,000.00 shall be provided to affected workers, regardless of employment status.
- b. **Displaced Workers in the Education Sector.** A cash assistance program for displaced teaching and non-teaching personnel in private and public education institutions, under DOLE CAMP, shall be implemented in partnership with the Department of Education (DepEd), Commission on Higher Education (CHED) and Technical Education and Skills Education Authority (TESDA). Specific procedural guidelines shall be contained in a separate Joint Memorandum Circular issued by DOLE, DepEd, CHED and TESDA.
- c. **Displaced Workers in the Tourism Sector.** The DOT, in partnership with DOLE, shall provide one-time financial assistance amounting to Php 5,000.00 to displaced workers in DOT-accredited primary and secondary tourism enterprises, qualified community-based tourism organizations (CBTO), and tour guides. Specific procedural guidelines shall be contained in a separate Joint Memorandum Circular issued by DOT and DOLE.

Section 2. Employment Facilitation. This component shall provide affected workers continuous access to available job opportunities suitable to their qualifications through job matching, referral and placement services either for local or overseas employment, employment coaching, and labor market information. Beneficiaries shall be required to fill out the National Skills Registration Program (NSRP) Form 1 (Jobseeker Registration Form) to be submitted online to the respective Public Employment Service Office (PESO) in their LGU.

ARTICLE VI PROGRAM IMPLEMENTATION

Section 3. General Procedural Guidelines. The following general procedural guidelines shall be observed in the availment of the program assistance by the affected workers through their establishments:

- a. **Eligibility Requirements**
 - i. **Private Establishments** - Applicant must be a private establishment that has retrenched workforce or has implemented temporary or permanent closure due to the COVID-19 pandemic, including those who are in a contracting/subcontracting agreement and centralized human resource/payroll system.
 - ii. **Displaced and Temporarily Laid-Off Workers** - Workers who were retrenched and temporarily laid-off due to authorized causes can apply individually subject to the submission of documentary requirements.

b. Documentary Requirements

i. Private Establishments

- (a) Private establishments that have temporarily closed or temporarily laid off workers shall submit payroll or any of the following alternative documents stated in DOLE Labor Advisory No. 12-A, Series of 2020, viz:
 - (i) Worker's payslip or verifiable handwritten payslip;
 - (ii) Proof of payment of wages via logbook or ledger;
 - (iii) Employment contract;
 - (iv) Cash voucher or petty cash voucher;
 - (v) Authority to debit account sent by employer to bank for the wage of employees;
 - (vi) SSS, PhilHealth and Pag-IBIG Alphalist or list of remittances;
 - (vii) BIR Form 2316; or
 - (viii) List of employees with 13th month pay.

- (b) For establishments that had permanently closed, documents in Section (a) and Notice of Closure stamped received by the LGUs shall be submitted.

ii. Displaced and Temporarily Laid-Off Workers shall submit the following:

- (a) Clear photo of himself/herself holding a valid government-issued ID;
- (b) Certificate issued by SSS that the applicant is not a recipient of any financial assistance from said agency OR proof of SSS Notice of Denial such as screenshot of email; and
- (c) Proof of unemployment (i.e. Certificate of Employment, Notice of Termination, or Affidavit of Termination of Employment)

c. Application Procedures

- i. Applications with complete documentary requirements shall be submitted online through <https://reports.dole.gov.ph/>.
- ii. Retrenched and laid-off workers shall submit online through <https://reports.dole.gov.ph/>, individually, for evaluation of the concerned Regional Office.
- iii. Applicants will be provided with a Tracking Number to check status of their application through <https://reports.dole.gov.ph/>.
- iv. Applications shall be evaluated by the concerned DOLE Regional Office within seven (7) working days from receipt thereof.
- v. The following documents shall be issued to the applicant by the concerned DOLE Regional Office within three (3) working days after the lapse of the evaluation period through electronic mail:
 - (a) For approved application, a Notice of Approval.
 - (b) For denied application, a Notice of Denial.

For workers under contracting/subcontracting arrangement and/or centralized human resource/payroll system, applications shall be submitted to and processed by the DOLE Regional Office having jurisdiction over the place of the principal where workers are deployed.

Section 4. Component-Specific Procedural Guidelines. Upon approval of the application by the Regional Director and upon receipt of the Notice of Approval by the beneficiary, the following procedures shall be observed based on the program applied for:

- a. **Disbursement of Financial Support.** The concerned DOLE Regional Office shall issue the financial support directly to the beneficiary's account within two (2) weeks upon 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 shall be reported by the beneficiaries by sending an electronic mail to the Regional Office's designated e-mail address for said purpose.
- c. **Employment Facilitation.** The concerned DOLE Regional/Field/Satellite Office shall refer workers to the nearest PESO for the provision of a full-cycle employment facilitation. Beneficiaries who intend to find subsequent local and overseas wage employment shall be referred to appropriate employers with job vacancies matching their qualifications. Simultaneously, beneficiaries shall be provided employment coaching and relevant labor market information.

ARTICLE VII EXCLUSION

The following are excluded from the CAMP:

1. Government employees (i.e. Local Government Units, and Job Order Personnel), excluding public education institution personnel;
2. Beneficiaries of the following programs:
 - a. Department of Finance's (DOF) Small Business Wage Subsidy (SBWS) program⁷
 - b. Social Security System's (SSS) Unemployment Benefit⁸
 - c. DSWD's Expanded and Enhanced Pantawid Pamilyang Pilipino Program⁹
 - d. DSWD's Assistance to Individuals in Crisis Situation¹⁰
 - e. DA Cash Assistance for Rice Farmers¹¹
3. Owners, top management, or workers with monthly gross salary of Php 40,000 and above; and
4. Foreign nationals except Persons of Concerns (POCs) ¹²

ARTICLE VIII DENIAL OF APPLICATION

For CAMP, an application may be denied by the DOLE Regional Director upon determination of any of the following grounds:

1. Ineligibility of applicant;
2. Misrepresentation of facts in the application¹³; or
3. Submission of falsified or tampered document

In case of duplicate submissions of applications (i.e. company applied for its workers and worker applied individually; multiple or repeated submission of applications), only one submitted application shall be processed.

⁷ Section 4 (f) (2) of Republic Act No. 11494

⁸ Ibid.

⁹ Section 7.5.1. of the DSWD-DOLE-DTI-DA-DOF-DBM-DILG Joint Memorandum Circular No. 2020-001

¹⁰ Ibid.

¹¹ Ibid.

¹² Article 23 of the 1951 and 1954 Refugees and Stateless Conventions of the United Nations High Commissioner for Refugees (UNHCR)

¹³ Fraudulent misrepresentation or false statement that will have a negative effect in the evaluation of the application which was made knowingly, or without belief in its truth, or recklessly whether it is true or false.

In the event that the applicant submits wrong documents, he/she shall be allowed to re-submit documents within five (5) days from the receipt of notification from the DOLE Regional Office.

ARTICLE IX DISBURSEMENT OF FINANCIAL ASSISTANCE

Section 5. Mode of Disbursement. The CAMP financial assistance shall be implemented through payout using digital technologies or e-wallet in addition to the existing practice of using money remittance service provider¹⁴. Procurement of above-cited platforms shall be exempted from the bidding process required under RA 9184¹⁵ and other relevant laws: Provided that the information and documents related to the procurement as stated in said law shall be published in the Government Procurement Policy Board (GPPB) online portal within seven (7) working days from the date of acceptance of the award.

Disbursement of funds shall be subjected to the usual accounting and auditing rules and regulations.

Section 6. Replacement of Beneficiary. In the event that the allotted funds for CAMP downloaded to all DOLE ROs have not been fully disbursed due to unclaimed financial assistance, the DOLE ROs may re-allocate undisbursed funds to other beneficiaries.

ARTICLE X MONITORING AND EVALUATION

Section 7. Monitoring. To ensure that program objectives are met and beneficiaries are assisted under CAMP, the concerned DOLE Offices (i.e. Regional/Field) shall prepare and submit necessary monitoring reports (i.e. updated list of affected workers, approved beneficiaries and program implementation issues encountered) through the online monitoring platform.

All reports shall be consolidated and evaluated by the Bureau of Local Employment and shall be submitted to the Office of the Secretary.

Section 8. Evaluation. An evaluation of the program implementation 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 as the need arises.

ARTICLE XI BUDGET

The DOLE shall allocate and utilize funds to be sourced from the Republic Act No. 11494 or the Bayanihan to Recover as One Act for the following items subject to the usual accounting and auditing rules and regulations:

1. Financial support and subsidy assistance;
2. Administrative funds to DOLE Regional Offices for the implementation and monitoring of the program; and
3. Administrative funds to the Central Office for the operationalization, implementation, and monitoring of the program.

¹⁴ Section F (3) of RA 11494

¹⁵ Government Procurement Reform Act


ARTICLE XII
MISCELLANEOUS PROVISIONS

Section 9. Separability Clause. If any portion or provision of this Order is declared invalid, illegal, unenforceable, void or unconstitutional, the validity, legality, enforceability, or constitutionality of the remaining portions or provisions thereof shall not be affected by such declaration.

Section 10. Repealing Clause. All issuances and rules and regulations or parts thereof, which are contrary to and inconsistent herewith, are hereby deemed repealed, amended, or modified accordingly.

Section 11. Effectivity. This Department Order shall take effect three (3) days after its publication in the Official Gazette or in at least one (1) newspaper of general circulation.

Approved this 28 day of October, 2020.


SILVESTRE H. BELLO III
Secretary

Dept. of Labor & Employment
Office of the Secretary

