

**COVID-19 RELATED ISSUANCES  
DEPARTMENT OF LABOR AND EMPLOYMENT**

Issuance	Subject	Salient Points
<b>Labor Advisory No. 14-A dated May 9, 2020</b>	Supplemental Guidelines on the non-exclusion of the Community Quarantine Period in the Six-Month Probationary Period	For purposes of the six-month probationary period, the period during which the enhanced or general community quarantine is enforced where the establishment has temporarily ceased or closed operations and/or worker was temporarily not required to report for work on account thereof, is not included in the six-month probationary period required under Article 296 of the Labor Code, as renumbered.
<b>Department Order No. 213 dated May 5, 2020</b>	Prescribing Guidelines in the Prescription of Actions and the Suspension of Reglementary Periods to File Pleadings, Motions and other Documentary Requirements	<p>The DOLE issued the following guidelines:</p> <ol style="list-style-type: none"> <li>1. The prescriptive periods for the commencement of actions, claims, petitions, complaints, and other proceedings before the Regional Officers, Bureaus, Office of Secretary of DOLE, shall be interrupted reckoned from March 16, 2020 and shall begin to run when the Enhanced Community Quarantine (ECQ) and General Community Quarantine (GCQ) is lifted.</li> <li>2. Application for renewal of Alien Employment Permits (AEPs) and/or Private Employment Agency (PEAs) may be filed within 45 days from lifting of ECQ/GCQ.</li> <li>3. Filing of pleadings, motions, and all other papers relative to Petitions for Certification Election, Inter and Intra-Union Cases, Cases relative to AEPs, Labor Standards Cases with Finality and Child Labor Cases is suspended for the duration of community quarantine. The suspension likewise applies to rendition of judgments, orders and resolution, conferences and other proceedings, and payment of monetary awards.</li> <li>4. All inspections are suspended for the duration of community quarantine; routine inspections shall continue to be suspended even after lifting the community quarantine.</li> <li>5. The period to comply in labor standard cases and mandatory conferences are suspended during the community quarantines. Reglementary period for Compliance Orders is interrupted for the duration of community quarantine, and the period shall commence to run once the community quarantine is lifted.</li> <li>6. The following shall likewise be suspended: <ol style="list-style-type: none"> <li>a. Service of writ of execution</li> </ol> </li> </ol>

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		<ul style="list-style-type: none"> <li>b. Submission of documents for new or renewal of application for Permit to Operate Mechanical Equipment</li> <li>c. Filing of request for assistance under Single-Entry Approach (SEnA)</li> </ul> <p>7. For proceedings under Office of Secretary, conduct of hearings and conferences shall be suspended. Further, the period to file Appeals, Petitions for Review, and Motion for Reconsideration before the Office of Secretary shall be suspended, but shall commence to run 15 days from lifting of ECQ.</p>
<p><b>Labor Advisory No. 16 dated May 4, 2020</b></p>	<p>Interruption of Period for Filing Application (New and Renewal) of AEPs and PEA Licenses</p>	<p>The DOLE issued the following guidelines.</p> <ul style="list-style-type: none"> <li>1. AEPs and licenses to operate of PEAs due for renewal during the implementation of ECQ/GCQ can be filed within 45 days from lifting of ECQ/GCQ.</li> <li>2. Publication and posting of new AEP applications may be undertaken primarily in the official website. However, upon resumption of operations, publication on newspaper of general circulation shall be complied with.</li> <li>3. DOLE Regional Offices (RO) may issue their own internal guidelines with regard to acceptance of applications for new and renewal permits and licenses/authorities.</li> </ul>
<p><b>Interim Guidelines dated April 30, 2020</b></p> <p><b>Issued with Department of Trade and Industry</b></p>	<p>Interim Guidelines on Workplace Prevention and Control of Covid-19</p>	<p>The DTI and DOLE Interim Guidelines is issued to assist private institutions which are allowed to operate during the ECQ and GCQ in developing the minimum health protocols and standards in light of the Covid-19 pandemic.</p> <p>It provides for the safety and health standards in increasing physical and mental resilience of workers, reducing transmission of Covid-19 in workplace, minimizing contact rate among workers, and reducing risk of infection from Covid-19. It also provides for the duties of both employers and employees for the prevention and control of Covid-19.</p>
<p><b>Labor Advisory No. 15 dated April 30, 2020</b></p>	<p>Payment of Wages for Regular Holiday on May 1, 2020</p>	<p>The following rules for pay on regular holidays shall apply on May 1, 2020:</p> <ul style="list-style-type: none"> <li>• If the employee did not work: [(Basic wage + COLA) x 100%] - provided that the employee was present or on leave with pay on the workday prior to the start of the enhanced community quarantine on April 30, 2020</li> <li>• For work done during the regular holiday: [(Basic wage + COLA) x 200%]</li> <li>• For work done in excess of eight hours (overtime work): [hourly rate of the basic wage x 200% x 130% x number of hours worked]</li> </ul>

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		<ul style="list-style-type: none"> <li>For work done during a regular holiday that also falls on his or her rest day: [(basic wage + COLA) x 200%] + [30% (basic wage x 200%)]</li> <li>For work done in excess of eight hours during a regular holiday that also falls on his or her rest day [hourly rate of the basic wage x 200% x 130% x 130% x number of hours worked)</li> </ul>
<p><b>Department Order No. 212, dated April 8, 2020</b></p>	<p>Prescribing Guidelines on the Provision of Final Assistance for Displaced Landbased Filipino Workers due to the Coronavirus Disease (COVID-2019) “DOLE-AKAP for OFWs”</p>	<p>Coverage:</p> <ol style="list-style-type: none"> <li>Regular/Documented OFW</li> <li>Qualified Undocumented OFW</li> <li>Balik-Manggagawa</li> </ol> <p>Eligibility:</p> <ol style="list-style-type: none"> <li>Those who have experienced job displacement due to receiving country’s imposition of lockdown or community quarantine or having been infected by the disease;</li> <li>Must be still at overseas jobsites, or in the Philippines as Balik-Manggagawa, or already repatriated in the Philippines;</li> <li>Must not receive any financial support/assistance from the receiving countries / employers.</li> </ol>
<p><b>Labor Advisory No. 12-A, dated April 6, 2020</b></p>	<p>Clarificatory Advisory on CAMP Documentary Requirements</p>	<p>In case of non-availability of payroll, affected establishments may submit the following:</p> <ol style="list-style-type: none"> <li>Worker’s pay slip</li> <li>Proof of payment of wages via logbook or ledger</li> <li>Employment contract</li> <li>Cash voucher or petty cash voucher</li> <li>Authority to debit account sent by employer to bank for the wage of employees</li> <li>SSS, Philhealth, Pag-IBIG alphalist or list of remittances</li> <li>BIR Form 2316</li> <li>List of employees with 13<sup>th</sup> month pay</li> </ol>
<p><b>Labor Advisory No. 14, series of 2020, dated March 30, 2020</b></p>	<p>Clarification on the Non-Inclusion of the One-Month Enhanced Community Quarantine Period on the Six-Month Probationary Period</p>	<p>This advisory applies to employers in the private sector who are required to comply with the probationary employment period not to exceed six (6) months from the date the employee started working. For purposes of determining the six-month probationary period, the one-month ECQ period is not included thereof.</p>

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<p><b>Labor Advisory No. 13-A series of 2020, dated April 1, 2020</b></p>	<p>Deferment of Payment of Holiday Pay for the April 2020 Holidays</p>	<p>The employers are allowed to defer payment of holiday pay on April 9, 10, and 11, 2020 as may be applicable, pursuant to Labor Advisory No.13 until such time that the present emergency situation has been abated and the normal operations of the establishment is in place.</p> <p>Establishments that have totally closed or ceased operations during the enhance community quarantine are exempted from the payment of holiday pay under Labor Advisory No. 13.</p>
<p><b>Labor Advisory No. 13, Series of 2020, dated March 30, 2020</b></p>	<p>Payment of Wages for the Regular Holidays on April 9 and 10, 2020 and Special Day on April 11, 2020</p>	<p>1. Regular Holiday – April 9 (Araw ng Kagitingan and Holy Thursday)</p> <ul style="list-style-type: none"> <li>• If the employee did not work: [(Basic wage + COLA) x 200%] - provided that the employee was present or on leave with pay on the workday prior to the start of the enhanced community quarantine on 17 March 2020 pursuant to Proclamation No. 929</li> <li>• For work done during the double holiday: [(Basic wage + COLA) x 300%]</li> <li>• For work done in excess of eight hours (overtime work): [hourly rate of the basic wage x 300% x 130% x number of hours worked]</li> <li>• For work done during a double regular holiday that also falls on his or her rest day: [(basic wage + COLA) x 300%] + [30% (basic wage x 300%)]</li> <li>• For work done in excess of eight hours during a double regular holiday that also falls on his or her rest day [hourly rate of the basic wage x 300% x 130% x 130% x number of hours worked]</li> </ul> <p>2. Regular Holiday – April 10 (Good Friday)</p> <ul style="list-style-type: none"> <li>• If the employee did not work: [(Basic wage + COLA) x 100%] - provided that the employee was present or on leave with pay on the workday prior to the start of the enhanced community quarantine on 17 March 2020 pursuant to Proclamation No. 929</li> <li>• For work done during the regular holiday: [(Basic wage + COLA) x 200%]</li> <li>• For work done in excess of eight hours (overtime work): [hourly rate of the basic wage x 200% x 130% x number of hours worked]</li> <li>• For work done during a regular holiday that also falls on his or her rest day: [(basic wage + COLA) x 200%] + [30% (basic wage x 200%)]</li> <li>• For work done in excess of eight hours during a regular holiday that also falls on his or her rest day [hourly rate of the basic wage x 200% x 130% x 130% x number of hours worked]</li> </ul> <p>3. Special (Non-Working) day – April 11</p> <ul style="list-style-type: none"> <li>• If the employee did not work, the “no work, now pay” principle shall apply unless there is a favorable company policy, practice or collective bargaining agreement (CBA)</li> <li>• For work done during the special holiday: [(Basic wage x 130%) + COLA]</li> </ul>

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<p><b>Labor Advisory No. 12, Series of 2020, dated March 18, 2020</b></p>	<p>Clarificatory Guidelines on the COVID-19 Adjustment Measures Program (CAMP)</p>	<ol style="list-style-type: none"> <li>1. Affected workers are those employed in private establishments</li> <li>2. Program coverage is nation wide</li> <li>3. Concerned DOLE Regional Office and Field Offices shall issue the financial support directly to employees' payroll account</li> <li>4. Effective on March 21, 2020</li> </ol>
<p><b>Department Order No 209, dated March 17, 2020</b></p>	<p>Guidelines on the Adjustment Program (CAMP) for Affected Workers due to the Coronavirus Disease 2019</p>	<ul style="list-style-type: none"> <li>• DOLE to rollout Php 1.3 Billion financial assistance program for affected Filipino workers in private establishments which have adopted Flexible Working Arrangements (FWAs) or temporary closure during the COVID-19 pandemic;</li> <li>• To cover workers in private establishments affected by the pandemic from its onset in January 2020 until April 14, 2020, unless extended. Government employees are excluded</li> <li>• The financial assistance may be used to cover remaining unpaid leaves</li> <li>• A one-time financial assistance equivalent to PhP5,000 shall be provided in lump sum</li> <li>• Provide affected workers access to available job opportunities</li> </ul> <p>General Procedural guidelines in the availment of program assistance by the affected workers through the MSMEs</p> <ul style="list-style-type: none"> <li>• Applicant must be a private establishment that has implemented flexible work arrangements and temporary closure</li> <li>• Submit a) Establishment Report; and b) Company payroll for the month</li> <li>• Application with complete requirements shall be submitted online and evaluated within 3 working days from receipt thereof.</li> </ul>
<p><b>Labor Advisory No. 11-2020 series of 2020, dated March 14, 2020</b></p>	<p>Supplemental Guideline Relative to the Remedial Measures in view of the Ongoing Outbreak of Corona Virus Disease 2019 (COVID-19)</p>	<ul style="list-style-type: none"> <li>• Flexible work arrangement</li> <li>• All manufacturing, retail and service establishments are advised to remain in Operation;</li> </ul>

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<p><b>Labor Advisory No. 09 Series of 2020, dated March 4, 2020</b></p>	<p>Guidelines on the Implementation of Flexible Work Arrangements as Remedial Measure due to the Ongoing Outbreak of Coronavirus Disease (COVID-19)</p>	<ol style="list-style-type: none"> <li>1. Reduction of Workhours and/or workdays – normal workhours or workdays per week are reduced</li> <li>2. Rotation of Workers – employees are rotated or alternatively provided work within the week</li> <li>3. Forced leave – employees are required to go on leave for several days or weeks utilizing their leave credits, if any</li> </ol>