

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

Issuance	Subject	Salient Points
Labor Advisory No. 14, series of 2020, dated March 30, 2020	Clarification on the Non-Inclusion of the One-Month Enhanced Community Quarantine Period on the Six-Month Probationary Period	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.
Labor Advisory No. 13-A series of 2020, dated April 1, 2020	Deferment of Payment of Holiday Pay for the April 2020 Holidays	<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>
Labor Advisory No. 13, Series of 2020, dated March 30, 2020	Payment of Wages for the Regular Holidays on April 9 and 10, 2020 and Special Day on April 11, 2020	<p>1. Regular Holiday – April 9 (Araw ng Kagitingan and Holy Thursday)</p> <ul style="list-style-type: none"> • 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 • For work done during the double holiday: [(Basic wage + COLA) x 300%] • 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] • 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%)] • 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) <p>2. Regular Holiday – April 10 (Good Friday)</p> <ul style="list-style-type: none"> • 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 • For work done during the regular holiday: [(Basic wage + COLA) x 200%] • 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] • 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%)]

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		<ul style="list-style-type: none"> 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] <p>3. Special (Non-Working) day – April 11</p> <ul style="list-style-type: none"> 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) For work done during the special holiday: [(Basic wage x 130%) + COLA] For work done in excess of eight hours (overtime work): [hourly rate of the basic wage x 130% x 130% x number of hours worked] For work done during a special holiday that also falls on his or her rest day: [(Basic wage x 150%) + COLA] 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 150% x 130% x number of hours worked]
<p>Labor Advisory No. 12, Series of 2020, dated March 18, 2020</p>	<p>Clarificatory Guidelines on the COVID-19 Adjustment Measures Program (CAMP)</p>	<ol style="list-style-type: none"> Affected workers are those employed in private establishments Program coverage is nation wide Concerned DOLE Regional Office and Field Offices shall issue the financial support directly to employees’ payroll account Effective on March 21, 2020
<p>Department Order No 209, dated March 17, 2020</p>	<p>Guidelines on the Adjustment Program (CAMP) for Affected Workers due to the Coronavirus Disease 2019</p>	<ul style="list-style-type: none"> 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; 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 The financial assistance may be used to cover remaining unpaid leaves A one-time financial assistance equivalent to PhP5,000 shall be provided in lump sum Provide affected workers access to available job opportunities <p>General Procedural guidelines in the availment of program assistance by the affected workers through the MSMEs</p> <ul style="list-style-type: none"> Applicant must be a private establishment that has implemented flexible work arrangements and temporary closure Submit a) Establishment Report; and b) Company payroll for the month

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<p>Labor Advisory No. 11-2020 series of 2020, dated March 14, 2020</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"> Flexible work arrangement All manufacturing, retail and service establishments are advised to remain in Operation; Leaves of absence during the community quarantine period shall be charged against the workers' existing leave credits. Unpaid leaves may be covered and be subject to the conditions provided by DOLE in COVID-19 Adjustment Measures programs Residents of nearby cities shall be allowed to report to work upon proof of employment and residency Self-employed workers shall be allowed to travel to and from NCT provided that proof of business and economic activity must be presented Those delivering goods should have access in Metro Manila All healthcare facilities shall be fully operational
<p>Labor Advisory No. 09 Series of 2020, dated March 4, 2020</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"> Reduction of Workhours and/or workdays – normal workhours or workdays per week are reduced Rotation of Workers – employees are rotated or alternatively provided work within the week Forced leave – employees are required to go on leave for several days or weeks utilizing their leave credits, if any