



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Intramuros, Manila



DEPARTMENT ORDER No. 213  
Series of 2020

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## PRESCRIBING GUIDELINES IN THE PRESCRIPTION OF ACTIONS AND THE SUSPENSION OF REGLEMENTARY PERIODS TO FILE PLEADINGS, MOTIONS AND OTHER DOCUMENTS

In the interest of the service and pursuant to Administrative Order No. 30, Series of 2020 (AO 30-20) of the Office of the President directing all government offices to formulate and issue guidelines on the interruption of periods for filing documents and cancellation of proceedings, the following guidelines shall be observed in all programs, projects and proceedings before the Regional Offices, Bureaus and the Office of the Secretary.

**Section 1. Prescriptive periods.** The prescriptive periods for the commencement of actions, claims, petitions, complaints and other proceedings before the Regional Offices, Bureaus and the Office of the Secretary of the Department of Labor and Employment shall be interrupted reckoned from 16 March 2020 and shall begin to run when the Enhanced Community Quarantine (ECQ) or General Community Quarantine (GCQ) is lifted.

### **Sec. 2. Certificate of Registration under Department Order No. 174-17.**

- a. Submission of documents for new or renewal of application for Certificate of Registration (CR) under Department Order No. 174-17 is suspended during the community quarantine.
- b. For registration which expired or expires within the community quarantine, extension of filing of the CR is deemed granted after the lifting of the community quarantine for a period of thirty (30) days.

**Sec. 3. Alien Employment Permit (AEP) -** Application for new or renewal of Alien Employment Permit can be filed within forty-five (45) working days after the lifting of the ECQ or GCQ, without imposition of penalty in relation to Department Order No. 186-17.

**Sec. 4. Private Employment Agencies (PEA) -** Application for new or renewal of licenses to operate private employment agencies (PEAs) can be filed within forty-five (45) working days after the lifting of the ECQ and GCQ, without penalty.

**Sec. 5. Petitions for Certification Election, Inter and Intra-Union Cases, Cases relative to Alien Employment Permits, Labor Standards Cases with Finality and Child Labor Cases:**

- a. The filing of pleadings, motions and all other papers relative to above-mentioned cases is suspended for the duration of the community quarantine. Likewise, rendition of orders, judgments and resolution are suspended.
- b. Conferences and other proceedings requiring the personal appearances of the parties and counsels shall be cancelled. The concerned offices shall reschedule the date of the conferences or other proceedings once the community quarantine is lifted.
- c. In cases where there are monetary awards involved, the deadline for the payment of said awards is suspended for the duration of community quarantine. The concerned offices shall reschedule the payment thereof after the lifting of the ECQ or GCQ.

**Sec. 6. Routine Inspection, Complaint Inspection and Occupational Safety and Health Investigation:**

- a. All inspections are suspended for the duration of the community quarantine. Routine inspections shall continue to be suspended even after the lifting of the community quarantine.

**Sec. 7. Labor Standards Cases**

- a. The period to comply in pending labor standards cases is suspended during the community quarantine.
- b. Mandatory conferences scheduled during the community quarantine shall be rescheduled once the community quarantine is lifted.
- c. Reglementary period for Compliance Orders is interrupted for the duration of the community quarantine, and the period shall commence to run once the community quarantine is lifted.

**Sec. 8. Service of Writs of Execution** - Service of Writs of Execution shall be suspended during the community quarantine or until further notice, especially to those areas which may still be classified as high risk even after the lifting of the community quarantine.

**Sec. 9. Permit to Operate Mechanical Equipment and Certificate of Electrical Wiring Installation** - Submission of documents for new or renewal of application for Permit to Operate Mechanical Equipment and Certificate of Electrical Wiring Installation is suspended during the community quarantine.

**Sec. 10. Single-Entry Approach (SEnA)** - The filing for request for assistance under SEnA is suspended for the duration of the community quarantine. SEnA conferences scheduled during the community quarantine shall be rescheduled once the community quarantine is lifted.



**Sec. 11. Proceedings before the Office of the Secretary. —**

a. **Conduct of Hearings and Conferences.** — Proceedings on Administrative, Assumption of Jurisdiction and Voluntary Arbitration cases pending before the Office of the Secretary, including those scheduled during the period covered by the ECQ, shall be deemed suspended for the duration of ECQ. As such, all pleadings, motions and other submissions made by the parties which are pending before it shall be acted upon after the community quarantine has been lifted.

**b. Appeals to the Secretary of Labor and Employment (SOLE).**

- 1) If the period to file Appeals or Petitions for Review from the Orders/Resolutions/Decisions of the Regional Directors, Bureau Directors, POEA Administrator falls within the ECQ period, the period for filing the same shall be suspended and shall commence to run fifteen (15) days after the lifting of the ECQ.
- 2) If the period to file a Motion for Reconsideration from the Orders/Resolutions/Decisions of the SOLE on the appealed cases falls within the period when the ECQ is subsisting, the said period is deemed suspended and the movant may file the intended Motion for Reconsideration within (15) days after the lifting of the ECQ.

**Sec. 12. Separate Guidelines to be issued by DOLE Bureaus and Attached Agencies.** The Bureaus and Attached Agencies of the DOLE shall issue pertinent guidelines to implement their respective procedures and processes in compliance with A.O. 30, series of 2020.

This Order takes effect immediately.

  
SILVESTRE H. BELLO III  
Secretary

05 May 2020