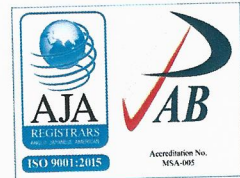




Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



LABOR ADVISORY NO. 12
Series of 2020

Wendy
DOLE-AS 19MAR 20 16:00

In the interest of service and pursuant to the DOLE Department Order No. 209, Series of 2020 or Guidelines on the COVID-19 Adjustment Measures Program (CAMP), the following clarificatory guidelines are issued:

1. **Definition of Affected Worker [Article I, Section 3(b)].** Affected workers, regardless of status (i.e. permanent, probationary, or contractual), are those employed in private establishments whose operations are affected due to the COVID-19 pandemic.
2. **Coverage [Article II, Section 3].** Program coverage is nationwide.
3. **Documentary Requirements [Article IV, Section 1(b)].** Establishments must accomplish the revised Establishment Report Form (ERF) (**Annex A**) particularly the indicated mandatory fields. Company payroll for the month of February or earlier must be submitted along with the accomplished ERF.
4. **Submission of Applications [Article IV, Section 1(c)(i)].** Attached is the RO directory (**Annex B**) for the online submission of documentary requirements to the appropriate DOLE Regional Office (RO) or any of its Provincial/Field Offices (PO/FO).
5. **Disbursement of Financial Support [Article IV, Section 2(a)(i)].** The concerned DOLE RO/PO/FO shall issue the financial support (FS) directly to the employees' payroll account through bank transfer at the soonest possible time upon receipt of complete documentary requirements. For cash payroll, FS shall be received through money remittance.
6. **Effectivity [Article VIII, Section 3].** The CAMP shall be effective on **21 March 2020**, three (3) days after its publication in the Philippine Daily Inquirer on 18 March 2020. It shall be applied retroactively from January 2020.

For information and guidance.


SILVESTRE H. BELLO III
Secretary

18 March 2020



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



ESTABLISHMENT REPORT ON COVID-19

(Region-PO/FO-Year-Month-Count)

Instructions:

1. Accomplish this form in two copies when filing a notice of: a) **Flexible Work Arrangement** or b) **Temporary Closure**. The report is considered as duly filed when the complete list of workers affected is made part of the submission. Fields with asterisks (*) should be accomplished by the company representative for COVID-19 Adjustment Measures Program applications.
2. This form should be submitted to the DOLE Regional/Provincial/Field Office as soon as possible.
3. Page 1 should contain general information about the establishment and the number of workers affected.
4. Page 2 should enumerate the names of workers affected, their addresses and contact numbers, position title and salary.
5. Total number of workers listed should equal the total number of workers affected as reported in this page.

A. Establishment Data

Name of Establishment*: (Please indicate registered name as reflected in the business permit)

Floor/Bldg/No/Street/Subdivision*: _____
Barangay/City/Municipality*: _____
Kind of Business/Economic Activity/Principal Product: _____
Number of Workers*:

Male: _____	Managerial Employees: _____
Female: _____	Supervisory: _____
Total: _____	Rank and File: _____
	Total: _____

Date of Filing*: (mm/dd/yyyy) _____

B. Summary of Affected Workers due to

B.1 Flexible Work Arrangement*

No. of Workers Covered/Affected	Effectivity Date (mm/dd/yyyy)	Type of Flexible Work Arrangement to be Implemented (Use code below, select only one)

Codes for Flexible Work Arrangement Scheme:

RW - Reduction of Workdays
 RE - Rotation of Employees

FL - Forced Leave
 OTH - Others (Specify) _____

B.2 Temporary Closure*

No. of Workers Covered/Affected	Effectivity Date (mm/dd/yyyy)	Main Reason of Temporary Closure (Use code below, select only one)

Codes for Main Reason for Temporary Closure:

LM - Lack of Market/Slump in Demand
 LRM - Lack of Raw Materials

I - Infection (COVID-19)
 OTH - Others (Specify) _____

CERTIFICATION

This is to certify as to the accuracy of the data provided in this report.

Name and Signature of Owner/Company Representative*:	
Designation:	Fax No.:
Contact No.:	Email Address:

FOR DOLE (Regional/Provincial/Field Office) USE ONLY:

Received/Verified by: _____ Name and Signature of DOLE Representative Date: _____	Updates/Remarks, if any: a) Provision of assistance (please specify) _____ b) Estimated date of resumption of normal business operations: _____ c) Others (please specify) _____
	Name and Signature of DOLE Representative: _____ Date: _____



LIST OF AFFECTED WORKERS DUE TO COVID-19

Instructions: If necessary, use additional sheets following the same format.

Profile of Affected Workers

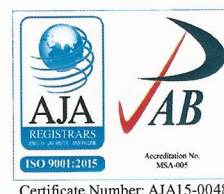
No.	Name of Worker* (Last Name, First Name, M.I.)	Age*	Sex*	Home Address*	Contact Number*	Designation	Employment Status (regular, contractual, etc.)	Salary ¹
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
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30								

¹ Indicate whether per hour, per day or per month

* Mandatory fields to be accomplished by the company representative for COVID-19 AMP applications.



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



**DIRECTORY FOR THE ONLINE SUBMISSION OF
 COVID-19 ADJUSTMENT MEASURES PROGRAM (CAMP)
 DOCUMENTARY REQUIREMENTS**

DOLE Regional Office	Email Address/Portal Link
DOLE-National Capital Region	camp.dolencr@gmail.com
<i>CAMANAVA Field Office</i>	camp.cfo@gmail.com
<i>MUNTAPARLAS Field Office</i>	camp.mtplfo@gmail.com
<i>Makati-Pasay Field Office</i>	camp.mpfo@gmail.com
<i>PAPAMAMARISAN Field Office</i>	camp.pfo@gmail.com
<i>Manila Field Office</i>	camp.mfo@gmail.com
<i>Quezon City Field Office</i>	camp.qcfo@gmail.com
DOLE Cordillera Administrative Region	car.dole.covid@gmail.com
DOLE Regional Office I <i>Ilocos Norte</i> <i>Ilocos Sur</i> <i>La Union</i> <i>Eastern Pangasinan</i> <i>Central Pangasinan</i> <i>Western Pangasinan</i>	dole_ro1@yahoo.com inplo.dole1@yahoo.com isplo.dole1@yahoo.com dole.lufo@yahoo.com dole1.easternpang@yahoo.com dolerfo1@yahoo.com ddo.dole1@yahoo.com afo_dole1@yahoo.com
DOLE Regional Office II <i>Cagayan-Batanes</i> <i>Isabela</i> <i>Quirino</i> <i>Nueva Viscaya</i>	doledos_tssd@gmail.com dole_cagayanfieldoffice@yahoo.com dole_isabela@yahoo.com dolequirino15@gmail.com dolenvfo@gmail.com
DOLE Regional Office III	camp.dolero3@gmail.com
DOLE Regional Office IV-A <i>Cavite</i> <i>Laguna</i> <i>Batangas</i> <i>Rizal</i> <i>Quezon</i>	camp.dole4a.cpo@gmail.com dolelaguna.camp@yahoo.com dole4a.bpo.camp@gmail.com dole4arpo.camp@gmail.com doleqpo.ew@gmail.com
DOLE Regional Office IV-B <i>Oriental Mindoro</i> <i>Occidental Mindoro</i> <i>Romblon</i> <i>Marinduque</i> <i>Palawan</i>	dolemimaropa@gmail.com doleormin@yahoo.com doleocci.mindoro@yahoo.com doleromblon@gmail.com dolemarinduque@gmail.com dolepalawanfieldoffice@gmail.com
DOLE Regional Office V	dole5camp@gmail.com
DOLE Regional Office VI <i>Iloilo</i>	dole6camp@gmail.com doleiloilocamp@gmail.com

<i>Negros</i> <i>Aklan</i> <i>Capiz</i> <i>Antique</i> <i>Guimaras</i>	dolenegroscamp@gmail.com doleaklancamp@gmail.com dolecapizcamp@gmail.com doleantiquecamp@gmail.com doleguimarascamp@gmail.com
DOLE Regional Office VII	dole_centralvisayas@yahoo.com
DOLE Regional Office VIII	doletacloban@yahoo.com
DOLE Regional Office IX	www.dole9portal.com/camp
DOLE Regional Office X <i>Bukidnon</i> <i>Camiguin</i> <i>Misamis Occidental</i> <i>Cagayan de Oro</i> <i>Misamis Oriental</i> <i>Lanao del Norte</i>	dole10bukidnon.covid19@gmail.com dole10camiguin.covid19@gmail.com dole10misocc.covid19@gmail.com dole10cdo.covid19@gmail.com dole10misor.covid19@gmail.com dole10ldn.covid19@gmail.com
DOLE Regional Office XI	dole@ro11.dole.gov.ph regionaloffice@r11.dole.gov.ph
DOLE Regional Office XII <i>South Cotabato</i> <i>General Santos</i> <i>Sarangani</i> <i>Cotabato</i> <i>Sultan Kudarat</i> <i>Cotabato City</i>	dole12.southcot@gmail.com dole12.sargen@gmail.com dole12.sarfo@gmail.com dole12.northcot@gmail.com dole12.skfo@gmail.com dolexii.ccfo@gmail.com
DOLE CARAGA <i>Agusan del Norte</i> <i>Agusan del Sur</i> <i>Surigao del Norte</i> <i>Surigao del Sur</i> <i>Province of Dinagat Islands</i>	dole_adn@yahoo.com dole_ads@yahoo.com dolesdnpo@gmail.com dolesurigaodelsur@gmail.com dolepdiso@gmail.com