



Republic of the Philippines
Department of Education
 Cordillera Administrative Region

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DEPED DIVISION OFFICE
 BAGUIO CITY
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REGIONAL MEMORANDUM

No. ~~391-2020~~

DISSEMINATION OF THE GUIDELINES ON THE PROVISION OF CASH ASSISTANCE TO DISPLACED TEACHING AND NON-TEACHING PERSONNEL IN EDUCATION INSTITUTIONS

To: Schools Division Superintendents
 Heads of Public and Private Schools
 All Others concerned

1. This is to disseminate the attached Joint Memorandum Circular of the Department of Labor and Employment, Department of Education, Commission on Higher Education, and the Technical Education and Skills Development Authority, with the subject **Guidelines On the Provision of Cash Assistance to Displaced Teaching and Non-Teaching Personnel in Education Institutions Under COVID-19 Adjustment Measures Program (CAMP) Bayanihan 2**;
2. Among those entitled to a one-time financial assistance of P5,000.00 under this Circular, are the **displaced teaching and non-teaching personnel, including part-time faculty or non-permanent teaching personnel, in private and public elementary, secondary and tertiary education institutions (Sec. II.1)**;
3. Schools, Offices or displaced personnel in the Region shall apply online with the complete documentary requirements through <https://report.dole.gov.ph/>;
4. Further queries on the deadline, guidelines and procedures of the said assistance may be emailed to dolecar88@yahoo.com or to the different DOLE-CAR Field Offices. The contact numbers of the DOLE-CAR field offices and the DOLE - Regional Office are herein attached.
5. **Wide dissemination and compliance with this memorandum is enjoined.**

To: All School Administrators, Principals & Teachers In-Charge
 (Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION

MARIE CAROLYN B. VERANO, CESO V
 ETA/CDAD/ea
 Schools Division Superintendent

FLORANTE E. VERGARA, CESO-V
 Officer In-Charge
 Office of the Assistant Regional Director



**DIRECTORY OF DEPARTMENT OF LABOR AND
EMPLOYMENT - CAR FIELD OFFICES**

DOLE FIELD OFFICE	CONTACT NUMBER
ABRA	0917 550 6926
APAYAO	0945 803 6324
BAGUIO-BENQUET	(074) 442-2447/ 0945 803 6326/ 0921 931 9028
IFUGAO	0945 803 6325/ 0921 931 9024
KALINGA	0945 803 6327/ 0921 931 9023
MOUNTAIN PROVINCE	0921 931 9563
REGIONAL OFFICE TSSD CAMP-EDUC'L FOCAL REGIONAL FOCAL	(074) 443-5338 0917 938 6097/ 0919 913 0292 0929 670 2495



JOINT MEMORANDUM CIRCULAR NO. _____
Series of 2020

DEPARTMENT OF LABOR AND EMPLOYMENT
DEPARTMENT OF EDUCATION
COMMISSION ON HIGHER EDUCATION
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

**GUIDELINES ON THE PROVISION OF CASH ASSISTANCE TO DISPLACED TEACHING
AND NON-TEACHING PERSONNEL IN EDUCATION INSTITUTIONS UNDER COVID-19
ADJUSTMENT MEASURES PROGRAM (CAMP) BAYANIHAN 2**

WHEREAS, pursuant to Republic Act 10121, (RA 10121) otherwise known as the 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, Republic Act No. 11469 (RA 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: (1) COVID-19 Adjustment Measures Program (CAMP) for formal sector workers; (2) Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers Program #Barangay Ko, Bahay Ko TUPAD #BKBK) Disinfection/Sanitation Project for informal sector workers; and (3) Abot Kamay ang Pagtulong (AKAP) for displaced land-based and sea-based Filipino workers to mitigate the adverse

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

economic impacts of the COVID-19 pandemic on workers, establishments, and livelihoods/businesses².

WHEREAS, Republic Act No. 11494 or the Bayanihan to Recover as One Act (BAYANIHAN 2) was promulgated on 11 September 2020 in cognizance 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 (o) of said BAYANIHAN 2 mandates the provision of a one-time cash assistance to displaced teaching and non-teaching personnel, including part-time faculty or non-permanent teaching personnel, in private and public elementary, secondary, and tertiary education institutions and part-time faculty in State Universities and Colleges (SUCs) who have lost their jobs or who have not received their wages;

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, the following guidelines on the provision of cash assistance to displaced teaching and non-teaching personnel under the CAMP BAYANIHAN 2 is hereby issued to ensure the effective and streamlined implementation of the above-stated 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 displaced teaching and non-teaching personnel in the public and private education institutions.

I. OBJECTIVES

To provide one-time financial support under DOLE's CAMP-BAYANIHAN 2 to the following who have lost their jobs due to COVID-19:

1. Displaced teaching and non-teaching personnel, including part-time faculty or non-permanent teaching personnel, in private and public elementary, secondary, and tertiary education institutions;
2. Part-time faculty in State Universities and Colleges (SUC); and
3. Displaced trainers and assessors in public and private technical vocational institutions (TVI) and assessment centers.

II. COVERAGE

The following workers who have lost their jobs due to COVID-19 pandemic upon the issuance of Proclamation No. 929 (Declaring a State of Calamity throughout the Philippines Due to Corona Virus Disease 2019), series of 2020 shall be covered under this Guidelines:

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

1. Displaced teaching and non-teaching personnel, including part-time faculty or non-permanent teaching personnel, in private and public-elementary, secondary, and tertiary education institutions;
2. Part-time faculty in SUCs; and
3. Displaced trainers and assessors in public and private TVIs and assessment centers.

In the public sector, displaced teaching personnel are those affected teaching personnel regardless of their employment status whether (a) permanent, (b) provisional, (c) temporary, (d) substitute, (e) contractual, (f) fixed-term, (g) co-terminus or (h) casual³

III. DEFINITION OF TERMS

1. **Basic Education** – encompasses kindergarten, elementary, and secondary (Junior and Senior High) education as well as alternative learning systems for out-of-school learners and those with special needs. It is intended to meet the basic learning needs which provides the foundation on which subsequent learning can be based.
2. **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.
3. **Higher Education Institution (HEI)** – an education institution, private or public, undertaking operations of higher education programs with an organized group of students pursuing defined studies in higher education, receiving instructions from teachers, usually located in a building or group of buildings in a particular site specifically intended for educational purposes.
4. **Learning Support Aide (LSA)** – person who works together in collaboration with a teacher and contributes to the provision of learning opportunities that promote achievement and progression of learners⁵.
5. **Non-Teaching Personnel** – personnel in elementary, secondary and tertiary institutions whose appointment or contract of employment indicates a non-teaching position.
6. **State Universities and Colleges (SUC)** – refer to public HEIs established by national government and are governed by their respective independent boards or trustees or regents⁶.

³ Policy Resolution No. 1800692 – 207 Omnibus Rules on Appointments and other Human Resource Actions (Revised July 2018) Re: Amendments and Additional Provisions to Civil Service Commission (CSC) Resolution No. 1701009

⁵ Section 3 (7) (c) of the Department of Education Order No. 032, Series of 2020

⁶ Section 3 (m) of Republic Act No. 10931

7. **Teaching Personnel** – personnel in elementary, secondary and tertiary institutions whose appointment or contract of employment indicates a teaching position or faculty rank.
8. **Technical-Vocational Education and Training (TVET)** – education process designed at post-secondary and lower tertiary levels, officially recognized as nondegree programs aimed at preparing technicians, paraprofessionals and other categories of middle-level workers by providing them with a broad range of general education, theoretical, scientific and technological studies, and related job skills training⁷.
9. **Technical Vocational Institutions (TVI)** – learning institutions offering post-secondary TVET⁸
10. **Tertiary Education** – stage of education following the secondary cycle which covers post-secondary non-degree diploma, Technical-Vocational Education and Training (TVET), and higher education programs, including graduate education⁹.

IV. PROGRAM ASSISTANCE

1. Financial Support

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 displaced teaching and non-teaching personnel in accordance with the DOLE COVID-19 Adjustment Measures Program (CAMP).

V. PROGRAM IMPLEMENTATION

1. **General Procedural Guidelines.** The following general procedural guidelines shall be observed in the availment of the program assistance by the displaced teaching and non-teaching personnel.
 - a. **Eligibility Requirements**
 - i. **Private and Public Education Institutions** – Applicant must be a private and public education institution that has displaced teaching and non-teaching personnel.
 - ii. **Displaced Teaching and Non-Teaching Personnel** – Displaced teaching and non-teaching personnel can apply individually subject to the submission of documentary requirements.

b. Documentary Requirements

⁷ Section 3 (o) of Republic Act No. 10931

⁸ Section 3 (p) of Republic Act No. 10931

⁹ Section 3 (q) of Republic Act No. 10931

i. Private and Public Education Institutions

- (a) Payroll;
- (b) Worker's payslip or verifiable handwritten payslip;
- (c) Permit to Operate or Recognition issued by DepEd or CHED (for private institutions) or Certification from public schools or School Division Office;
- (d) Certificate of TVET Program Registration (CTPR) or Certificate of Recognition for TVIs and Certificate of Accreditation for Assessment Centers issued by TESDA;
- (e) Establishment Report submitted to DOLE (i.e. permanent or temporary closure, retrenched workforce pursuant to DOLE Labor Advisory Nos. 09, 17 and 17-B, Series of 2020);
- (f) Notice of Temporary Closure to DepEd, CHED or TESDA; and
- (g) Any of the following alternative documents stated in DOLE Labor Advisory No. 12-A, Series of 2020, viz:
 - (i) Proof of payment of wages via logbook or ledger;
 - (ii) Employment contract;
 - (iii) Cash voucher or petty cash voucher;
 - (iv) Authority to debit account sent by employer to bank for the wage of employees;
 - (v) SSS, PhilHealth and Pag-IBIG Alphalist or list of remittances;
 - (vi) BIR Form 2316; or
 - (vii) List of employees with 13th month pay

ii. Displaced Teaching and Non-Teaching Personnel

Displaced teaching or non-teaching personnel who will individually apply shall submit a copy of the latest payslip, Notice of Termination or Affidavit of Termination of Employment, or any of the following:

- (a) Copy of Notice of Temporary Closure to DepEd, CHED or TESDA or copy of Notice of Termination or Retrenchment;
- (b) Copy of Permit to Operate issued by DepEd and CHED;

For education institutions that do not have permit or has not filed a notice of temporary closure or when such permit or notice is not made available to the applicant despite request, a written affidavit or undertaking of the institution's operation or closure;

- (c) Any of the alternative documents stated in Items (i) to (vii) Section 4 (2) (i) (d) of this Guidelines

c. Application Procedures

- i. Applications with complete documentary requirements shall be submitted online through <https://reports.dole.gov.ph/>.
- ii. For the benefit of displaced personnel, and upon their request or consent, private and public educational institutions with displaced teaching and non-

teaching personnel may apply on behalf of said personnel and facilitate the processing of their application for, and receipt of, financial assistance.

- iii. Displaced teaching and non-teaching personnel who do not have access to the internet may visit the nearest DOLE Field Office or PESO/LGU in their area.
 - iv. Applicants will obtain the One-Time Pin (OTP) that will serve as reference in monitoring the status of the application.
 - v. Applications shall be evaluated by the concerned DOLE Regional Office within seven (7) working days from receipt thereof.
 - vi. 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.
- b. **Component Specific Procedural Guidelines.** Upon approval of the application by the DOLE 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:
1. **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.
 2. **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 (e-mail) to the DOLE Regional Office's (RO) designated e-mail address for said purpose.
 3. **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.
 4. **Application as Learning Support Aide in DepEd.** Displaced teaching personnel in basic and higher education shall be encouraged to apply as Learning Support Aide in DepEd as needed.

VI. EXCLUSION

The following are excluded from the financial assistance program under this Guidelines:

1. Beneficiaries of the following programs:
 - a. Department of Finance's (DOF) Small Business Wage Subsidy (SBWS) program
 - b. Social Security System's (SSS) Unemployment Benefit
 - c. DSWD's Expanded and Enhanced Pantawid Pamilyang Pilipino Program¹⁰
 - d. DSWD's Assistance to Individuals in Crisis Situation¹¹
 - e. DA Cash Assistance for Rice Farmers¹²
2. Owners, top management, or workers with monthly gross salary of Php 40,000 and above; and
3. Foreign nationals except persons of concerns¹³

VII. DENIAL OF APPLICATION

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 application¹⁴;
3. Submission of falsified or tampered document; or

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

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.

VIII. DISBURSEMENT OF FINANCIAL ASSISTANCE

The financial assistance shall be implemented through payout using digital technologies or e-wallet in addition to the existing practice of using money remittance service provider¹⁵. Procurement of above-cited platforms shall be exempted from the bidding process required under RA 9184¹⁶ and other relevant laws: Provided that the information and documents related to the procurement as stated in said law shall be

¹⁰ Section 7.5.1. of the DSWD-DOLE-DTI-DA-DOF-DBM-DILG Joint Memorandum Circular No. 2020-001

¹¹ Ibid

¹² Ibid

¹³ Article 23 of the 1951 and 1954 Refugees and Stateless Conventions of the United Nations High Commissioner for Refugees (UNHCR)

¹⁴ 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.

¹⁵ Section F (3) of RA 11494

¹⁶ Government Procurement Reform Act

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.

IX. MONITORING AND EVALUATION

1. **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 displaced teaching and non-teaching personnel, approved beneficiaries and program implementation issues encountered) through the online monitoring platform.

Consolidated reports shall be made available, upon request of partner agencies such as the DepEd, CHED and TESDA, in relation to displaced teaching and non-teaching personnel in private and public education institutions.

2. **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.

X. BUDGET

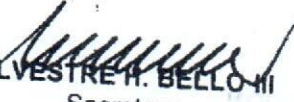
The parties shall allocate and utilize funds to be sourced from the Republic Act No. 11494 or the Bayanihan 2 Act for the following items subject to the usual accounting and auditing rules and regulations:

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.


XI. MISCELLANEOUS PROVISIONS

1. **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.
2. **Effectivity.** This Joint Memorandum Circular shall take effect three (3) days after its publication in the Official Gazette or in at least one (1) newspaper of general circulation.


Issued this ___ day of October 2020.


SILVESTRE H. BELLO III
Secretary


Department of Labor and Employment


LEONOR MAGTOLIS BRIONES
Secretary

Department of Education


J. PROSPERO E. DE VERA III
Chairperson

Commission on Higher Education


ISIDRO S. LAPEÑA
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