




GUIDELINES ON THE COVID-19 ADJUSTMENT MEASURES PROGRAM (CAMP)* FOR AFFECTED WORKERS

DEPARTMENT ORDER NO. 209, S. 2020



*CAMP suspended by the
DOLE as of April 15, 2020



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Q: What is COVID-19 Adjustment Measures Program or CAMP?

A: It is a program that offers financial support to affected workers in private establishments that have adopted FWAs or temporary closure during the COVID-19 pandemic.

Q: What are considered as “affected establishments”?

A: Private establishments that have implemented Flexible Work Arrangements (FWAs) or temporary closure.

Q: What is a “flexible work arrangement”?

A: Flexible work arrangement (FWA) pertain to an alternative arrangement or schedule other than the traditional or standard workhours, workdays and workweek. (Par. II, Labor Advisory No. 09, S.2020)

Q: What are examples of a FWA?

Reduction of workhours and/or workdays - normal hours/ days are reduced

Rotation of workers – employees are rotated or alternately provided work

Forced leave –employees are required to go on leave

(Par. III, Labor Advisory No. 09, S.2020)

Q: Are FWA limited to the examples previously mentioned?

A: No. The employer and employees are encouraged to explore other alternative work arrangements in order to cushion and mitigate the effect of the loss of income of the employees.

(Par. III, Labor Advisory No. 09, S.2020)

Q: Who are considered as “affected workers”?

A: Workers, regardless of status of employment (i.e. permanent, probationary, or contractual), employed in private establishments whose operations are affected due to the COVID-19 pandemic. (Par.1 of Labor Advisory No. 12,S.2020)

Q: Who are considered as “formal sector workers”?

A: Workers in the formal economy, regardless of status, or those who are employed by any person acting directly or indirectly in the interest of an employer in relation to an employee.

Q: Are government employees included in the coverage of CAMP?

A: NO, they are expressly excluded from the coverage of the program.

Q: Are workers who belong to the informal sector such as, drivers, ambulant vendors, marginalized farmers and fisherfolks, included in the coverage of CAMP?

A: NO, they are not included in the coverage of CAMP. Workers who belong to the informal sector can utilize the DOLE assistance TUPAD #BKBK or emergency employment. (Department Order No. 210, S. 2020)

Q: What is difference between “formal sector workers” and “informal sector workers”?

FORMAL SECTOR WORKERS

- Workers in the government and private sectors who have established employee-employer relations

INFORMAL SECTOR WORKERS

(Par. IV (2) (a), Philhealth Circular No. 2019-0004)

- Independent, self-employed small-scale producers and distributors of goods and services
- Street hawkers, market vendors, pedicab and tricycle drivers, small construction workers, and home-based industries and services
- Migrant workers who are engaged in a remunerated activity in another country of which they are not citizens
- Self-Earning Individuals who render services or sell goods as a means of livelihood outside of an employer-employee relationship or as a career.
- Filipinos With Dual Citizenship
- Naturalized Filipino Citizens
- Citizens of other countries working and/or residing in the Philippines

Q: Are construction workers who lost their income due to the temporary closure entitled to CAMP assistance?

A: Yes, if the worker is actively employed or has an ongoing contract with his employer before the implementation of the Enhanced Community Quarantine (ECQ). (Due to an existing "employer-employee relationship", the construction worker under this question falls within the definition of an "affected worker")

Q: Are probationary or newly hired employees entitled to CAMP assistance?

A: Yes, employees of the private sector regardless of employment status are entitled to CAMP assistance.

Q: Who will apply for the CAMP assistance?

A: The affected establishment in behalf of its affected worker.

Q: What are the types of CAMP assistance?

Financial support (immediate)

Employment Facilitation (post
ECQ)



Q: How much is the financial support?

A: Php5,000.00

Q: How many times can an affected worker claim the Php5,000.00 financial support?

A: Only once.

Q: What are the documentary requirements?

Establishment Report on the COVID-19 pursuant to Labor Advisory No. 9, Series of 2020

Company Payroll for the month prior the implementation of FWAs or temporary closure.

- Payroll Account Number of Affected Workers
- Company Payroll Bank
- Updated Contact Number of Affected Workers

Q: What else can be submitted if the company payroll is not available?

Worker's pay slip / verifiable handwritten pay slip

Proof of payment of wages via logbook or ledger

Cash voucher or petty cash voucher

Authority to debit account by employer to bank for the wage of employees

SSS, PhilHealth and Pag-IBIG Alphalist or list of remittances

BIR Form 2316

List of employees with 13th month pay

(Labor Advisory No. 12-A, S. 2020)



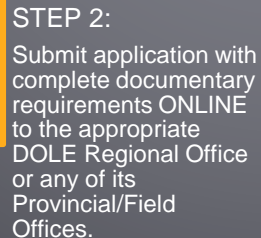
Q: In the Establishment Report Form (ERF), there is a need to indicate the salary of the affected worker if its daily or monthly. What if the salary is received weekly?

A: It can be indicated that the salary is received weekly. (The column for “Salary” in the ERF, there is a note which instructs to “indicate whether per hour, per day or per month”. The enumeration are merely examples and is not exclusive.

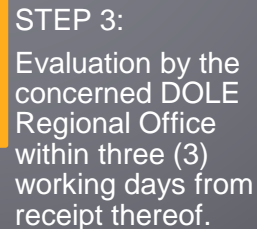
Q: What are the application procedures?



STEP 1:
Complete documentary requirements.



STEP 2:
Submit application with complete documentary requirements ONLINE to the appropriate DOLE Regional Office or any of its Provincial/Field Offices.



STEP 3:
Evaluation by the concerned DOLE Regional Office within three (3) working days from receipt thereof.



STEP 4:

Issuance by the concerned DOLE Regional Office of the following documents:

- For approved applications, a Notice of Approval
- For denied applications, a Notice of Denial.

Q: Is there a deadline for the application for CAMP assistance?

A: NO, but it is highly encouraged to immediately submit the application with the appropriate DOLE Regional Office for faster disbursement of assistance. (There is no mention of any deadline in any of the DOLE issuances.)

Q: What may be the grounds for the denial of the application?

Ineligibility of the applicant

Misrepresentation of facts in the application

Submission of falsified or tampered documents.

Q: Upon approval of the application, what will happen next?

If the application is for FINANCIAL SUPPORT

DOLE shall issue the financial support directly to the beneficiary's payroll account through bank transfer within two (2) weeks upon receipt

Issuance of a Notice of Completion to the affected establishment within three (3) working days through electronic mail.

If the application is for EMPLOYMENT FACILITATION

DOLE shall refer workers to the nearest Public Employment Service Offices (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.

Beneficiaries shall be provided employment coaching and relevant labor market information.

Q: What if the application was submitted with incomplete documentary requirements?

A: The application will not be processed.



Q: Will the financial support of Php5,000.00 be coursed through the employer?

A: No, it will be given directly to the affected worker's payroll account through bank transfer.

Q: What if the affected worker does not have a payroll account?

A: It can be given through money remittances. (Par. 5, Labor Advisory 12, S. 2020)





Q: Will the Php5,000.00 financial assistance be deducted from the affected worker's salary?

A: No. The financial assistance is from the government and it should not be deducted from the salary of the affected worker. (It is not the employer who pays for the financial assistance and not a form of salary advance.)

Q: Are those currently on maternity leave covered by the CAMP assistance?

A: No, because they are paid even on maternity leave and their leave is not due to COVID-19. (They are not covered under the definition of an "affected worker" whose income is affected by COVID-19.)

Q: If the private establishment continues to operate and implements a work from home arrangement, are they still allowed to apply for CAMP assistance?

A: They can still apply as long their employees experienced loss of income or reduction. (Applying the definition of an “affected worker”.)

Q: Are top management employees covered by the CAMP assistance?

A: No, top management such as President, Vice President, Chief Executive Officer, Chief Operating Officer, Executive Director, Members of the Board, or other high-ranking positions are not covered by the CAMP assistance. (The “no-work, no-pay principle does not apply to these types of employees.)

Q: If the affected workers still have unused leave credits, is he still entitled to CAMP assistance?

A: Yes, affected workers with unused leave credits are entitled to CAMP assistance. (Par. 4, Labor Advisory No. 11, S. 2020)

Q: If the affected worker received his 13th month pay in advance, is he still entitled to CAMP assistance?

A: Yes, receiving the 13th month pay in advance is not to be considered as a substitute for the CAMP assistance. (13th month pay is a



mandatory benefit granted by law to all employees and shall be given by the employer. On the other hand, CAMP financial assistance is a benefit given by the government itself and from the disbursement of public funds.

Q: Is there a limit on the number of applications for CAMP assistance per affected establishment?

A: No, all eligible employees may be applied by the employer. (As stated in the ERF for the list of affected workers due to COVID-19, "If necessary, use additional sheets". An indication that there is no limit in the number of applications for financial assistance.)

Q: What if the employer refuses to apply for CAMP assistance?

A: One can report to DOLE by providing the details of the company/employer.



Q: Are JobStart beneficiaries who lost their income due to temporary closure of affected establishments covered by CAMP?

A: Yes, JobStart beneficiaries who are undergoing internship phase who experienced income reduction are entitled to CAMP assistance. [Due to an existing “employer–employee relationship” (R.A. No. 10869), the JobStart Beneficiary under this question falls within the definition of an “affected worker”.]

DISCLAIMER

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