REGIONAL MEMORANDUM
No. 2020

LIST OF AFFECTED PRIVATE EDUCATIONAL INSTITUTIONS DUE TO COVID-19

To: Schools Division Superintendents

1. Attached is the letter from Department of Labor and Employment Regional Office I dated December 1, 2020, CAMP Briefer for Educational Institutions and DOLE-DEPED-TESDA-CHED Joint Memorandum Circular No. 1-2020.

2. The COVID-19 Adjustment Measures Program (CAMP) is a safety net program that provided one-time financial support to affected workers in the formal sector due to the COVID-19 pandemic.

3. Relative to the implementation of the CAMP, and pursuant to DOLE Department Order 218 series of 2020 DOLZE-DEPED-TESDA-CHED Joint Memorandum Circular No. 1-2020 which cover the displaced teaching and non-teaching personnel in the private educational institutions as beneficiaries of the program, may we request for the List of Affected Private Educational Institutions due to COVID-19, together with their contact numbers to facilitate information dissemination and assist them in their application for the CAMP assistance.

4. Moreover, we would appreciate if you could help us in informing and encouraging our affected private educational institutions to apply online through https://reports.dole.ph/.

5. Also attached is the template for the report which shall be emailed to pprd.region1@deped.gov.ph on or before December 11, 2020.

6. For information, dissemination and compliance.

TOLENTINO G. AQUINO
Director III
Officer-in-Charge
Office of the Regional Director

DepEd Region 1: Built on character; empowered by competence.

Address: Flores St., Catbangen, City of San Fernando, La Union
Telephone Number: (072) 607-8137 / 682-2324
Email Address: region1@deped.gov.ph | Website: www.depedro1.com
To be indicated in the Perpetual Index under the following subjects:

COVID-19 Pandemic
Data Management
Private School
Teaching and Non-Teaching Personnel

PPRD/jmp/RMPPRD009
December 9, 2020
01 December 2020

DIR. TOLENTINO G. AQUINO
OIC Regional Director
Department of Education-Regional Office No. 1
San Fernando City, La Union

Dear Director Aquino:

Greetings from DOLE-Regional Office No. 1, San Fernando City, La Union.

The COVID-19 Adjustment Measures Program (CAMP) is a safety net program that provides one-time financial support to affected workers in the formal sector due to the COVID-19 pandemic.

Relative to the implementation of the CAMP, and pursuant to DOLE Department Order 218 Series of 2020 and DOLE-DEPED-TESDA-CHED Joint Memorandum Circular No. 1-2020 which cover the displaced teaching and non-teaching personnel in private educational institutions as beneficiaries of the program, may we request for the List of Affected Private Educational Institutions due to COVID-19, together with their contact numbers, to facilitate information dissemination and to assist them in their application for the CAMP assistance.

Moreover, we would appreciate if you could help us in informing and encouraging our affected private educational institutions to apply online through https://reports.dole.gov.ph/. Please see attached CAMP Briefe for Educational Institutions for your reference.

Also attached is the copy of DOLE-DEPED-TESDA-CHED Joint Memorandum Circular No. 1-2020.

For clarifications and concerns, you may reach Ms. Teresa N. Bonavente or Ms. Dionne Cleo M. Cruz thru telephone numbers (072) 888-0047 or email us at tssd.dole1@yahoo.com.

We will greatly appreciate your accommodation of our request in order to help our displaced workers in the education sector.

Thank you. Warm regards.

Very truly yours,

NATHANIEL V. LACAMBRA, CESO III
Regional Director
The COVID-19 Adjustment Measures Program (CAMP) is a safety net program that provides one-time financial support equivalent to PhP 5,000.00 to affected workers in the formal sector due to the COVID-19 pandemic.

**COVERED WORKERS**
Displaced workers or employees due to COVID-19 including:
- 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
- Part-time faculty in SUCs; and
- Displaced trainers and assessors in public and private TVIs and assessment centers.

**ELIGIBLE BENEFICIARIES**
1. **PRIVATE AND PUBLIC EDUCATIONAL INSTITUTIONS**
2. **DISPLACED TEACHING AND NON-TEACHING PERSONNEL**

**Displaced Workers**: employment is permanently terminated due to authorized causes and/or caused related to COVID-19. It also includes a worker temporarily laid-off or on floating status.

**REQUIREMENTS**

**PRIVATE OR PUBLIC EDUCATION INSTITUTIONS**
Implemented temporary or permanent closure; or has displaced teaching or non-teaching personnel

- Any of the following:
  - Payroll
  - Worker's payslip or verifiable handwritten payslip
  - Proof of payment of wages via logbook or ledger
  - Employment contract
  - Cash voucher or petty cash voucher
  - Authority to debit account sent by employer to bank for the wage of employees
  - SSS, PhilHealth and Pag-IBIG Alphalist or list of remittances
  - BIR Form 2316; or
  - List of employees with 13th month pay.

**DISPLACED TEACHING AND NON-TEACHING PERSONNEL**
Displaced or temporarily laid-off due to authorized causes

- Clear photo of himself/herself holding a valid government-issued ID (DO 218);
- A copy of latest payslip or any of the following:
  - Copy of Notice of Temporary Closure to DepEd, CHED, or TESDA, or Copy of Notice of Termination or Retrenchment
  - Copy of Permit to Operate issued by DepEd and CHED
  - A written affidavit or undertaking of the institution's closure
  - Proof of payment of wages via logbook or ledger
  - Employment contract
  - Cash voucher or petty cash voucher
  - Authority to debit account sent by employer to bank for the wage of employees
  - SSS, PhilHealth and Pag-IBIG Alphalist or list of remittances
  - BIR Form 2316; or
  - List of employees with 13th month pay.

**EXCLUSION**
- Beneficiaries of the following programs:
  - Department of Finance's (DOF) Small Business Wage Subsidy (SBWS) program
  - Social Security System's (SSS) Unemployment Benefit
  - DSWD's Expanded and Enhanced Pantawid Pamilyang Pilipino Program
  - DSWD's Assistance to Individuals in Crisis Situation
  - Department of Agriculture's (DA) Cash Assistance for Rice Farmers
- Owners, top management, or workers with monthly gross salary of PhP 40,000 and above; and
- Foreign nationals except Persons of Concerns (POCs)

**HOW TO APPLY**
1. Go to [https://reports.dole.gov.ph/](https://reports.dole.gov.ph/)
2. Register the company/establishment
3. Apply for CAMP Assistance
4. Ensure submission of complete documentary requirements, and input of correct names and contact numbers.
5. A tracking number will be provided to the applicant to check the status of their applications.

Already applied for CAMP?

Track My Application!
JOINT MEMORANDUM CIRCULAR NO. 01
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 community.

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 A廷 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/businesses.

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 (c) 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) casual\(^3\)

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 learners\(^5\).

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 regents\(^6\).

---


\(^5\) 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 training\(^7\).

9. Technical Vocational Institutions (TVI) — learning institutions offering post-secondary TVET\(^8\)

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 education\(^9\).

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 availing 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 wages 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/](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 Program
   d. DSWD’s Assistance to Individuals in Crisis Situation
   e. DA Cash Assistance for Rice Farmers
2. Owners, top management, or workers with monthly gross salary of Php 40,000 and above; and
3. Foreign nationals except persons of concerns

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 application;
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 provider. Procurement of above-cited platforms shall be exempted from the bidding process required under RA 9184 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 29th 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 VER A III
Chairperson
Commission on Higher Education

ISIDRO S. LAPEÑA
Director General
Technical Education and Skills
Development Authority