



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



ADMINISTRATIVE ORDER NO. 108
Series of 2020

Wendy
DOLE-RS 23MAR*20 13:58

CLARIFICATORY ADVISORY IN THE IMPLEMENTATION OF THE TULONG PANGHANAPBUHAY SA ATING DISPLACED/DISADVANTAGED WORKERS (TUPAD) PROGRAM #BARANGAY KO, BAHAY KO (#BKBK) DISINFECTION/SANITATION PROJECT

Pursuant to the provisions of the Department Order No. 210, Series of 2020 (*Guidelines for the Implementation of the Tulong Panghanapbuhay sa Ating Displaced/Disadvantaged Workers Program (TUPAD) #Barangay Ko, Bahay Ko (#BKBK) Disinfection/Sanitation Project*), this Advisory is being issued to ensure the smooth implementation of the program:

I. On the Qualified Beneficiaries

To maximize the resources allotted for the implementation of the TUPAD Program, the following are no longer eligible to avail of assistance under the program:

1. Those who have availed of the P5, 000 one time cash assistance thru the DOLE-COVID-19 Adjustment Measures Program (CAMP).
2. Those who have already received cash assistance through the DSWD-Assistance to Individuals in Crisis Situation (AICS).
3. Those rice farmers who already received cash assistance from DA.

The TUPAD beneficiaries are also entitled to the Food and Non-Food Items (FNI) to be provided by the DSWD. The Local Government Unit shall verify the assistance received by the beneficiaries to avoid duplication of receipt of cash assistance from DOLE, DSWD, and DA.

The beneficiaries who received cash assistance from the Local Government Unit (LGU) may still qualify to avail of the TUPAD program provided that the total amount to be received from the LGU and DOLE **shall not exceed P8, 000.00/family**, as prescribed by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID).

Regions that are not covered by the Enhanced Community Quarantine but have informal sector workers affected or have lost their livelihood due to COVID-19, are still eligible to avail of assistance under the program.

II. On the Package of Assistance

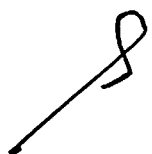
1. The LGUs or other Accredited Co-Partners (ACPs) are highly encouraged to provide cleaning solutions, as well as other sanitation materials/accessories as their counterpart. The DOLE could also shoulder the cost of cleaning solutions provided that it is included in the Work Program.
2. While the Personal Protective Equipment (PPE), i.e. hat and long sleeves t-shirts are no longer required, the beneficiaries should be encouraged to wear basic PPEs i.e. long sleeves, cap, mask, as available, during the project implementation for their protection.
3. The LGUs shall also be encouraged to enroll the beneficiaries to micro-insurance as part of their counterpart meanwhile that the GSIS has not yet resumed the processing of the Group Personal Accident Insurance (GPAI) in some of its branches.

III. On Conduct of Profiling

1. In view of the National Health Emergency Situation and in anticipation of the volume of workers to be assisted, individual beneficiary profile using the Profile of Displaced Workers (Informal Sector Workers) Form (Annex P of D.O. 173-17) shall no longer be required.
2. In lieu of this individual profile form, the enhanced OSEC-FMS Form No. 4, attached as Annex A, shall be used.
3. The LGU/Barangay shall conduct the profiling of prospective beneficiaries under the program using the enhanced OSEC-FMS Form No. 4, and submit the same to the nearest DOLE Regional/Provincial/Field Office for processing.
4. As much as possible, on-line submission by LGU/Barangay should be encouraged. As such, all ROs/POs/FOs shall provide their respective email addresses to all LGUs/Barangays.

IV. On Precautionary Measures

1. The 1-meter or more distance between persons when distributing leaflets/brochures on Safety and Health and information materials on claiming salaries, and all throughout the duration of the work shall be strictly observed.
2. The DOLE RO/PO/FO shall ensure that the LGU/Barangay focal person tasked to oversee the implementation of the program has coordinated with the concerned health office with respect to the use and application of disinfectants.



V. On Hours of Work

In consideration of the objective of mitigating the effect/impact of COVID-19 to the livelihoods of workers in the informal sector, **beneficiaries shall be required to work for four (4) hours a day only, for a maximum of ten (10) days.**

VI. On Requirements for Submission

The following are the requirements to be submitted during the pre-implementation, during and post-implementation phases:

Phases of Implementation	Requirements
Pre-implementation Phase	<ol style="list-style-type: none">1. Letter of Intent2. TUPAD Work Program (Enhanced OSEC-FMS Form No. 3, Annex B)3. Summary of List of Beneficiaries (Enhanced OSEC-FMS Form No. 4, Annex A)
	<p>Additional Requirements</p> <p>For Direct Administration: Contract of Service between the DOLE-RO and the beneficiaries.</p> <p>For thru ACP:</p> <ul style="list-style-type: none">• Memorandum of Agreement between the DOLE and the ACP (LGU)• Contract of Service between the ACP and the beneficiaries
During/Post-Implementation	Certification from the Barangay/LGU that the beneficiaries have performed the disinfection/sanitation on their houses/dwellings and immediate vicinity of their houses

VII. Funding

Funds for the implementation of the TUPAD #BKBK shall be sourced from the 2020 Budget under the Livelihood and Emergency Services of the DOLE-Office of the Secretary as authorized per GAA General Appropriations Act. This includes the P10M stand-by funds in time of calamities/disasters downloaded to DOLE-ROs. Additional funding requirement may be requested from the DOLE-CO subject to the submission of requirements.

For your guidance and compliance.


SILVESTRE H. BELLO III
Secretary

**DEPARTMENT OF LABOR AND
EMPLOYMENT
OFFICE OF THE SECRETARY
WORK PROGRAM**

REGIONAL OFFICE: _____

Nature of Project	Proponent	Project Location District/Province/ City/Municipality	Target Beneficiaries	No. of Days of Employment	Period of Implementation		Financial requirements (₱)			
					Q1	Q2	Wages/ Stipend	Insurance	PPE/ Cleaning Solutions	Total

Prepared by:

Reviewed by:

Chief, TSSD

Approved by:

Regional Director

Date: _____

*Harmonized form of FMS and BWSC

Name of Project: TUPAD
 Regional Office No. _____
 Province _____
 Municipality: _____
 Barangay _____

LIST OF BENEFICIARIES

No.	Name of Beneficiary (Surname, First Name, Middle Initial)	Age	Birthdate ¹	Sex ²	Civil Status ³	Address ⁴	Type of Beneficiary ⁵	Dependent ⁶ (Name of Beneficiary of the Micro-insurance Holder)
1								
2								
3								
4								
5								

Prepared by:

 LGU or Authorized representative

Notes:

1 – Birthdate: Month/Date/Year (mm/dd/yy)

2 – Sex: F for female, M for Male

3 – Civil Status: S for single, M for married

4 – Address: (Street No, Barangay, Municipality)

5 – Type of Beneficiaries:

Example: Crop growers (please specify), Vendors (please specify), Homebased worker (please specify), Fisherfolks, Livestock/Poultry Raiser, Alternative/Small transport drivers, Laborer (please specify), Person with Disability (PWDs), Others (please specify)

6 – Dependent – Name of the Beneficiary of micro-insurance policy holder.