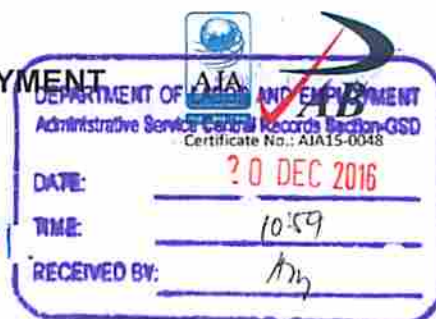




Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



MEMORANDUM CIRCULAR NO. 01
Series of 2016

RELAXATION OF K TO 12 DOLE AMP DOCUMENTARY REQUIREMENTS

In reference to DOLE Department Order No. 152-16, series of 2016, or the Guidelines in the Implementation of K to 12 DOLE Adjustment Measures Program (AMP) issued on 10 March 2016, the Department of Labor and Employment hereby issues the relaxed guidelines to simplify the documentary requirements for the K to 12 DOLE AMP application.

As detailed in **K to 12 DOLE AMP Advisory No. 05-2016** issued on 8 August 2016, entitled "K to 12 DOLE AMP Documentary and Conditional Requirements", the documentary and conditional requirements indicated in DO 152-16 have been relaxed, in view of the agreements reached during the dialogue between DOLE Secretary Silvestre H. Bello III and the Alliance of Concerned Teachers (ACT) Party List and considering the situation of the displaced personnel.

A. DOCUMENTARY REQUIREMENTS

The following are the documentary requirements needed for an applicant to avail of the K to 12 DOLE AMP:

1. For displaced permanent personnel
 - K to 12 DOLE AMP Application Form
 - Notice of Termination issued to the displaced personnel by the HEI
 - Photocopy of any government issued identification card

If displaced permanent personnel do not receive a Notice of Termination from the HEI, the following shall be accepted in lieu of the Notice of Termination:

- 1) Application Letter addressed to the Regional Director indicating the name of employer, address of employer, status of previous employment, and type of previous employment
 - 2) Photocopy of latest pay slip
2. For non-permanent and contractual personnel
 - K to 12 DOLE AMP Application Form
 - Application Letter addressed to the Regional Director indicating the name of employer, address of employer, status of previous employment, and type of previous employment
 - Photocopy of previous employment contract
 - Photocopy of latest pay slip

- Latest Income Tax Return (*if the non-permanent HEI personnel wishes to avail of the financial support for 6 months provided that s/he has no other source of wage income*)

B. CONDITIONAL REQUIREMENTS

For the beneficiary to continuously receive his/her subsequent Financial Support, s/he shall be required to accomplish the following Recommended Plan of Action (RPA):

- a. For Financial Support and Employment Facilitation, proof of one (1) Job Contact per month for the approved coverage; and participate in employment facilitation programs offered by the DOLE.
- b. For TESDA Skills Training, attend skills training offered by TESDA as necessary.
- c. For DOLE Kabuhayan Program, participate in livelihood programs provided by DOLE.

In view of the submission of conditional requirements, the Regional and Field Offices should monitor and coordinate with the beneficiary on a monthly basis upon completion of the RPA, and must be complied not later than ten (10) working days before the next scheduled release of Financial Support.

Pursuant thereto, all regional implementers are hereby enjoined to refer to these additional guidelines, which shall amend and supersede the applicable existing guidelines under Department Order No. 152-16 and shall have a retroactive effect for all program applicants and beneficiaries.

For guidance and strict compliance.


SILVESTRE H. BELLO III
Secretary

20 DEC 2016