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**DEPARTMENT CIRCULAR NO. 01**  
**Series of 2018**

**GUIDELINES IN PROCESSING APPLICATIONS OF TEMPORARILY DISPLACED PERSONNEL UNDER DOLE DEPARTMENT ORDER NO. 177, SERIES OF 2017**

Section 1 (a) (ii), Article III of DOLE Department Order 177, Series of 2017, otherwise known as “Expanding DOLE Adjustment Measures Program (AMP) for Displaced Higher Education Institution (HEI) Personnel due to the Implementation of Republic Act No. 10533” provides that HEI personnel whose work is temporarily and involuntarily suspended from his or her only employment and has no other wage employment elsewhere may avail of the K to 12 DOLE AMP and be provided with non-conditional Financial Support for three (3) months.

Pursuant to the implementation of the Expanded K to 12 DOLE AMP, Regional Implementers are hereby enjoined to observe the following guidelines in processing applications of temporarily displaced personnel:

1. Regional K to 12 Teams shall monitor all temporarily displaced beneficiaries and determine the beneficiary’s status relative to their work suspension (i.e. if they were recalled or were terminated by their HEI).
2. Temporarily displaced beneficiaries who were recalled by their HEI after the three-month period of Financial Support availment are required to accomplish the Final Beneficiary Assessment Form (**Tab A**) for program evaluation.
3. Temporarily displaced beneficiaries who were not recalled and were terminated by their HEI may avail the K to 12 DOLE AMP for an additional period of three (3) months based on the following operational procedures:
  - a. **Extension of Program Availment.** Beneficiaries will not be required to submit a new set of documentary requirements based on the Expanded K to 12 DOLE AMP guidelines. A Certificate of Total Displacement (**Tab B**) issued by the HEI shall be provided as proof of total displacement. Regional Implementers shall verify said displacement through relevant administrative documents (i.e. Establishment Termination Report, HEI Displacement Report or Verification Reports) and direct verification with the HEI.
  - b. **Conditional Requirements for Subsequent Tranches.** Beneficiaries shall submit their Beneficiary Progress Report every 15<sup>th</sup> day of each month with one (1) proof of job contact or active search of employment to continuously receive the financial support covering the additional period of three (3) months. Pursuant to Section 2 (c), Article IV of DOLE DO 177-17, failure to submit an accomplished Beneficiary Progress Report with the proof of job contact warrants the suspension

of the financial support through a Notice of Forfeiture which shall be issued to the beneficiary within three (3) working days from the deadline of submission through registered mail or electronic mail. Compliance to the requirement of the Notice of Forfeiture within three (3) working days from receipt thereof shall merit the release of the suspended financial support on the following month. Non-compliance shall automatically forfeit the financial support for the reference month.

- c. **Completion.** Beneficiaries under this status who received all financial support or obtained a subsequent full-time wage employment successfully complete the program. Should the beneficiary find a subsequent full-time wage employment within the duration of the three-month extension, s/he is entitled to receive an incentive equivalent to half of the total remaining amount of financial support. For monitoring and evaluation purposes, beneficiaries are required to accomplish the Final Beneficiary Assessment Form.
4. Regional Implementers shall observe the prescribed guidelines of the Department on fund requests and disbursements, subject to the usual accounting and auditing rules and regulations.

For guidance and strict compliance.

Manila, Philippines, 27 February 2018.

  
**SILVESTRE H. BELLO III**  
Secretary

Dept. of Labor & Employment  
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