

## DOLE - NATIONAL CAPITAL REGION PUBLIC ADVISORY

To avail of the Php 5,000 financial assistance under the **DOLE Department Order No. 209, s. 2020**, all private establishments affected by the COVID-19 pandemic in **NCR** must submit via **E-MAIL** the following documents to DOLE:

- **Establishment Report on the COVID-19**, pursuant to Labor Advisory No. 9, series of 2020; and
- **Company payroll** for the month prior the implementation of Flexible Working Arrangements or temporary closure.

E-mail subject must be:

**"APPLICATION FOR COVID-19 AMP"**

**Applications for CAMP shall be accepted beginning 21 March 2020**  
(pursuant to Labor Advisory No. 12, series of 2020)

## PLEASE E-MAIL

...all required documents to any of our appropriate DOLE-NCR Field Office as shown in the contact information below. While NCR is under **Enhanced Community Quarantine**, DOLE-NCR will respond to your queries **via email and hotline numbers below from Monday to Friday, 9:00 AM to 4:00 PM.**

**CAMANAVA FIELD OFFICE** (*Caloocan, Malabon, Navotas, Valenzuela*)

✉ [camp.cfo@gmail.com](mailto:camp.cfo@gmail.com) ☎ 0998-963-3903

**MUNTAPARLAS FIELD OFFICE** (*Muntinlupa, Taguig, Parañaque, Las Piñas*)

✉ [camp.mtplfo@gmail.com](mailto:camp.mtplfo@gmail.com) ☎ 0998-963-3859

**PAPAMAMARISAN FIELD OFFICE** (*Pasig, Pateros, Mandaluyong, Marikina, San Juan*)

✉ [camp.pfo@gmail.com](mailto:camp.pfo@gmail.com) ☎ 0947-994-1433

**MANILA FIELD OFFICE**

✉ [camp.mfo@gmail.com](mailto:camp.mfo@gmail.com) ☎ 0998-963-3971

**MAKATI-PASAY FIELD OFFICE**

✉ [camp.mpfo@gmail.com](mailto:camp.mpfo@gmail.com) ☎ 0995-334-3174 / 0928-354-4238

**QUEZON CITY FIELD OFFICE**

✉ [camp.qcfo@gmail.com](mailto:camp.qcfo@gmail.com) ☎ 0925-487-5979 / 0947-881-3044



**MORE INFO @**  
**[ncr.dole.gov.ph](http://ncr.dole.gov.ph)**



Download our  
***Establishment Report on COVID-19*** at

<http://bit.ly/ncrcovid19ERform>

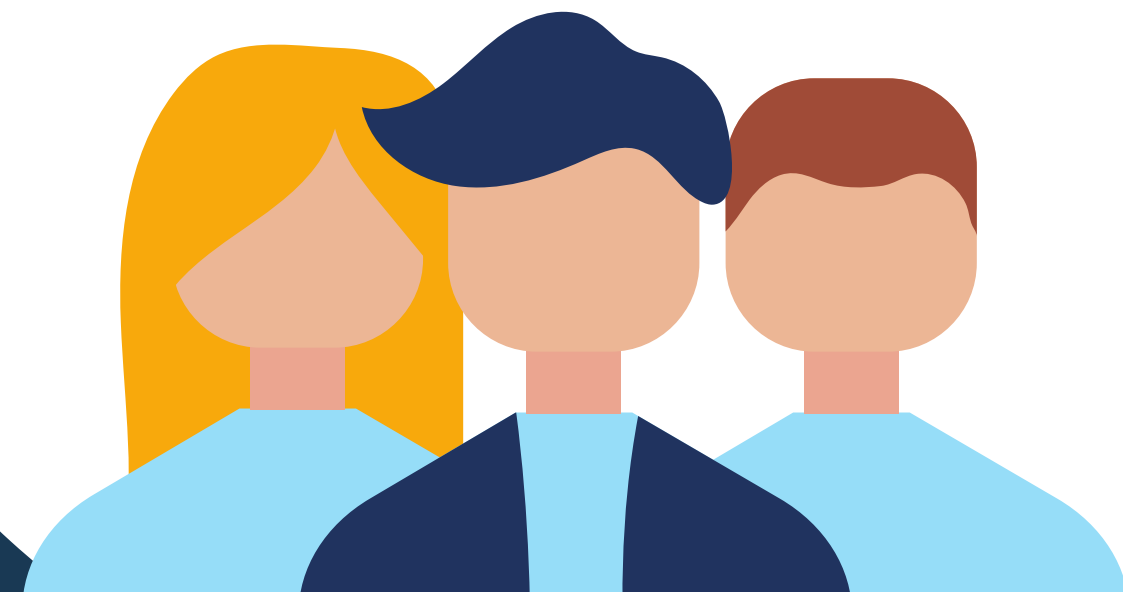
or visit [ncr.dole.gov.ph](http://ncr.dole.gov.ph) for more information

# What is CAMP?

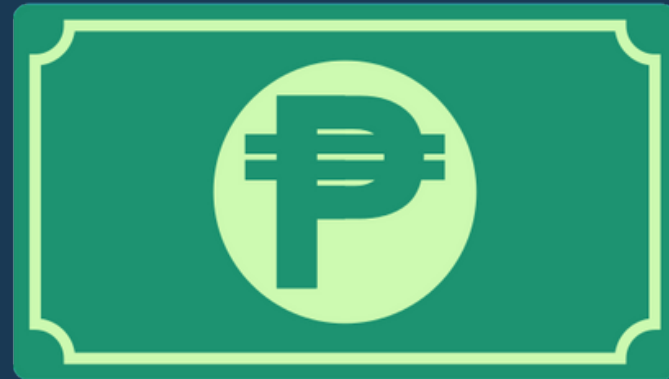
A safety net program that offers financial support to affected workers in private establishments that have adopted Flexible Working Arrangements (FWAs) or temporary closure during the COVID-19 pandemic.

## *OBJECTIVE*

**TO PROVIDE FINANCIAL SUPPORT TO AFFECTED WORKERS IN PRIVATE ESTABLISHMENTS TO MITIGATE THE ADVERSE ECONOMIC IMPACTS AND REDUCTION OF INCOME BROUGHT ABOUT BY THE COVID-19 PANDEMIC.**



## PROGRAM ASSISTANCE



### Financial Support

**One-time** financial assistance equivalent to **Php 5,000** to be provided to affected workers in lump sum, non-conditional, regardless of employment status.

*(NOTE: This financial support are outright grants by the government, **NOT LOANS**)*



### Employment Facilitation

Provide affected workers an access to available job opportunities suitable to their qualifications through job matching, referral and placement services either for local or overseas employment, employment coaching, and labor market information.

## **WHO ARE QUALIFIED?**

**Workers** whose companies have implemented the following:



**FLEXIBLE WORKING  
ARRANGEMENTS**



**TEMPORARY  
CLOSURE**

## DOCUMENTARY REQUIREMENTS



### ESTABLISHMENT REPORT ON THE COVID-19 FORM

Pursuant to Labor Advisory No. 9, series of 2020  
(download at <http://bit.ly/ncrcovid19ERform>)



### COMPANY PAYROLL FOR THE MONTH OF FEBRUARY

(or **earlier**—before the implementation of Flexible Working Arrangements or temporary closure)

## APPLICATION STEPS

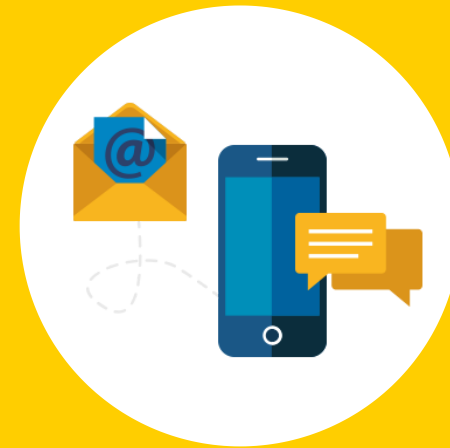
### Step 1

### E-MAIL complete documentary requirements

Please e-mail documents to the  
**appropriate DOLE-NCR Field Office**  
**where your employer is located.**

E-mail subject must be:

**"APPLICATION FOR COVID-19 AMP"**



**WHILE NCR IS UNDER ENHANCED COMMUNITY QUARANTINE, DOLE-NCR WILL RESPOND TO YOUR QUERIES VIA EMAIL AND HOTLINE NUMBERS BELOW FROM MONDAY TO FRIDAY, 9:00 AM TO 4:00 PM. THIS IS A PRECAUTIONARY MEASURE TO AVOID THE SPREAD OF COVID-19.**

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## Step 2

### EVALUATION

Submitted documents will be evaluated by DOLE-NCR within three (3) working days from receipt date.



APPLICATION MAY BE **DENIED** BASED ON THE FOLLOWING GROUNDS:

**INELIGIBILITY OF APPLICANT**

**MISREPRESENTATION**

**TAMPERED / FALSIFIED DOCUMENTS**

## Step 3

### NOTIFICATION

DOLE-NCR will inform the applicant if approved or denied via E-MAIL or SMS.







## DISBURSEMENT

DOLE-NCR Regional Office to issue the financial support directly to the beneficiary's payroll account through **bank transfer** or **money remittance** at the soonest possible time upon receipt of complete documentary requirements *(pursuant to Labor Advisory No. 12, s. 2020)*



## NOTICE OF COMPLETION

Beneficiaries who receive the financial support are considered to have completed the CAMP.

*A Notice of Completion* shall be issued to the affected establishment within three (3) working days through e-mail.