

## Summary of Post-ECQ Requirements and Period of Submission

Area	Requirements	Period of Submission / Example
i. National Labor Relations Commission (NLRC) Procedural Matters	Filing of <i>Motions for Reconsideration</i> and <i>Petitions for Extraordinary Remedies</i> before the National Labor Relations Commission.	Starting 04 May 2020 or upon lifting of the ECQ.  Example: An adverse <i>Decision</i> has been rendered by the NLRC in an illegal dismissal case and the respondent company desires to appeal the <i>Decision</i> . However, the due date for the filing of a <i>Motion for Reconsideration</i> (MR) falls within the ECQ. In this case, the MR may be filed by the aggrieved party before the NLRC on 04 May 2020 or upon lifting of the ECQ.
	Filing of Appeals before the Regional Arbitration Branches.	Starting 04 May 2020 or upon lifting of the ECQ.  Example: The Office of the Labor Arbiter has rendered an adverse <i>Decision</i> or <i>Resolution</i> in an illegal dismissal case and the respondent company desires to appeal the <i>Decision</i> . However, the due date for the filing of a <i>Memorandum of Appeal</i> falls within the ECQ. Such Appeal may instead be filed on 04 May 2020 or upon lifting of the ECQ.
	Filing of Walk-in Settlements: - Submit notarized <i>Compromise Agreement</i> and/or <i>Quitclaims, Release and Waiver</i> before the Office of the Executive Labor Arbiter.	Starting 04 May 2020 or upon lifting of the ECQ.  Example: If the parties to a labor case pending before the Office of the Labor Arbiter have already agreed to a settlement a day prior to the imposition of the ECQ, the notarized <i>Compromise Agreement</i> and/or <i>Quitclaims, Release and Waiver</i> may be filed by such parties before the Office of the Executive Labor Arbiter on 04 May 2020 or upon lifting of the ECQ.

	<p>SENA Conciliation and Mediation Conferences</p> <ul style="list-style-type: none"> <li>- Referral for compulsory arbitrations will be issued by the SENA Conciliator-Mediator.</li> </ul>	<p>Starting 04 May 2020 or upon lifting of the ECQ.</p> <p>Example: If the complainant in an illegal dismissal case has already filed a SENA complaint prior to the ECQ and there has been no SENA conciliation and mediation conferences scheduled prior to the ECQ, the referral for compulsory arbitration can be expected by the parties to be issued by the SENA Conciliator-Mediator starting 04 May 2020 or upon lifting of the ECQ.</p>
	<p>Mandatory Conciliation and Mediation Conferences</p>	<p>Starting 04 May 2020 or upon lifting of the ECQ.</p> <p>Example: The parties did not reach an amicable settlement during the SENA hearings. Thus, a formal complaint for illegal dismissal has been filed before the Office of the Labor Arbiter prior to the ECQ. Thereafter, the mandatory conciliation and mediation conferences (hearings) were set on dates falling within the ECQ. Such hearings may resume starting 04 May 2020 or upon lifting of the ECQ based on the notice to the parties that will be issued by the Office of the Labor Arbiter.</p>
	<p>Filing of <i>Position Papers</i> (without prejudice to settlement or the filing of joint motion to conduct mandatory conciliation and mediation conference).</p>	<p>Fifteen (15) calendar days from 04 May 2020 or upon lifting of the ECQ.</p> <p>Example: If the Office of the Labor Arbiter has scheduled the date for the filing of the parties' respective <i>Position Papers</i> within the ECQ, such <i>Position Papers</i> may instead be filed on 04 May 2020 or upon lifting of the ECQ.</p>

	All other NLRC Hearings	One (1) month from the date of scheduled conference.
	Auction Sales	<p>Fifteen (15) calendar days from 04 May 2020 or upon lifting of the ECQ.</p> <p>Example: If prior to the ECQ, a <i>Writ of Execution</i> has been issued by the Office of the Labor Arbiter for the recovery of the amount in favor of the complainant in a labor case and the <i>Public Auction</i> (to sell a property of the respondent) was scheduled within the ECQ, such <i>Public Auction</i> may be reset to a date within fifteen (15) calendar days from 04 May 2020 or upon lifting of the ECQ.</p>
ii. Small Business Wage Subsidy (SBWS) Program for Small Businesses	<p>Applications of eligible employees will be completed by the eligible small business employer via the SSS website (<a href="https://www.sss.gov.ph">https://www.sss.gov.ph</a>).</p> <p>Eligible employers shall apply online for the SBWS via the SSS website through their My.SSS accounts.</p> <p>On the website, the employer will be required to submit any of the listed supporting documents certifying the employees' work and pay status which may be submitted via email to <a href="mailto:SBWSCertifications@sss.gov.ph">SBWSCertifications@sss.gov.ph</a> or to the nearest SSS branch:</p> <p>a. <i>Certification Attesting to the Work and Pay Status of Employee</i> (Employer Certification</p>	<p>The SSS will only be accepting applications from 16 April 2020 to 30 April 2020.</p> <p>The first tranche of payout will be on 01 May 2020 to 15 May 2020; while the second tranche of payout will be on 16 May 2020 to 31 May 2020. <i>The schedule may still change depending on the timing of the ECQ.</i></p> <p>Example: If a worker who is employed in an eligible small business did not get paid by his employer for at least two (2) weeks during the temporary closure of business and he has not received subsidy from the DOLE CAMP, such worker shall be given a wage subsidy of PhP5,000.00 to PhP8,000.00 per month depending on the region of work for up to two (2) months and depending on the extent of the ECQ.</p>

	<p>templates are available for downloading on the SSS website),</p> <p>b. Notice submitted to the DOLE for the flexible work arrangement adopted per Labor Advisory No. 09-2020, and</p> <p>c. Establishment Report on Covid-19 per Labor Advisory No. 12-2020.</p> <p>The SSS shall then notify the eligible employees through email that their employer has confirmed their qualifications to the SBWS Program and shall likewise provide the details when the subsidy shall be credited to their bank accounts or available for disbursement through remittance agents</p>	
<p>iii. SSS, Philhealth and Pag-Ibig Mandatory Contributions</p>	<p>Remittance of both employers' and employees' monthly SSS contributions:</p> <ol style="list-style-type: none"> <li>1. For Employers (including Household Employers) – contributions for the applicable months of February, March and April 2020;</li> <li>2. For Self-Employed, Voluntary Members and Non-Working Spouses – contributions for the applicable months of January, February and March or the first quarter of Year 2020</li> </ol> <p>For the employers with approved installment proposals under the <i>Contribution Penalty Condonation Program</i>, their post-dated checks due</p>	<p>Deadline for remittance of contributions for February, March and April is extended to 01 June 2020.</p>

	on February, March, April and May 2020 shall be deposited.	
	Payment for SSS contribution remittances for the applicable months after April 2020.	Regular deadlines will apply.
	Remittance of both employers' and employees' monthly Philhealth and Pag-ibig contributions.	Regular deadlines will apply.
	<p>Payment of Philhealth premium contributions for the first quarter of 2020 of:</p> <ol style="list-style-type: none"> <li>1. Self-earning individuals;</li> <li>2. Professional practitioners; and</li> <li>3. Members under the Group Enrolment Schemes.</li> </ol>	Deadline is extended to 30 April 2020.
iv. Application for new <i>Alien Employment Permit</i> (For DOLE-NCR Region only)*	<p>The following documents are to be filed and processed at the DOLE Regional Office or Field Office having jurisdiction over the intended place of work:</p> <ol style="list-style-type: none"> <li>1. Duly accomplished application form.</li> <li>2. Photocopy of passport of Foreign National (FN) with valid visa and present original <i>Certificate of Recognition</i> for refugees or stateless persons.</li> <li>3. Original copy of notarized <i>Contract of Employment / Appointment</i> or Board Secretary's <i>Certificate of Election</i> enumerating the duties and responsibilities, annual salary and other benefits of FN.</li> </ol>	<p>Suspended until further notice from the DOLE.</p> <p><i>(New applications of foreign nationals whose employment contracts are effective during the ECQ period or the fifteen [15] days grace period already lapsed will not be imposed with penalty.)</i></p> <p>Example: If the Chinese national's employment contract with a company takes effect during the ECQ period and he has not yet secured an AEP, he may file his application and documentary requirements for an AEP at the DOLE Regional Office or Field Office (having jurisdiction over the intended place of work) only on the date that is <u>yet to be provided</u> by the DOLE.</p>

	<p>4. Photocopy of valid <i>Mayor's Permit</i> including CEZA registered companies</p> <ul style="list-style-type: none"> <li>• If PEZA registered: <ul style="list-style-type: none"> <li>• PEZA registration <b>or</b></li> <li>• Ecozone Authority</li> </ul> </li> <li>• If construction company: <ul style="list-style-type: none"> <li>• PCAB <b>or</b></li> <li>• DO 18-A Registration</li> </ul> </li> </ul> <p>5. Two (2) pieces 2×2 ID picture with white background.</p> <p>6. Proof of <i>Taxpayer's Identification Number (TIN)</i>.</p> <p>7. If in negative list per EO-184, authority to employ STP from DOJ or PRC or DTI or DENR, whichever is applicable.</p> <p>8. If retailer or in the negative list, updated <i>General Information Sheet (GIS)</i>.</p> <p>9. Authorization letter from the company or foreign national and photocopy of their IDs .</p> <p>10. Application Fee of Php PhP9,000 and an additional PhP4,000 for every additional year of validity or a fraction thereof.</p>	
<p>v. Application for Renewal of <i>Alien Employment Permit (AEP)</i> expiring</p>	<p>The following documents are to be filed and processed at the DOLE Regional Office or Field</p>	<p>Suspended until further notice from the DOLE.</p>

<p>during the Suspended Period (For DOLE-NCR Region only)*</p>	<p>Office having jurisdiction over the intended place of work:</p> <ol style="list-style-type: none"> <li>1. Duly accomplished application form.</li> <li>2. AEP Card or photocopy of current AEP.</li> <li>3. Photocopy of passport of Foreign National (FN) with valid visa and present original <i>Certificate of Recognition</i> for refugees or stateless persons.</li> <li>4. Original copy of notarized <i>Contract of Employment / Appointment</i> or Board Secretary's <i>Certificate of Election</i> enumerating the duties and responsibilities, annual salary and other benefits of FN.</li> <li>5. Photocopy of valid <i>Mayor's Permit</i> including CEZA registered companies <ul style="list-style-type: none"> <li>• If PEZA registered: <ul style="list-style-type: none"> <li>• PEZA registration <b>or</b></li> <li>• Ecozone Authority</li> </ul> </li> <li>• If construction company: <ul style="list-style-type: none"> <li>• PCAB <b>or</b></li> <li>• DO 18-A Registration</li> </ul> </li> </ul> </li> <li>6. Two (2) pieces 2×2 ID picture with white background.</li> <li>7. Proof of <i>Taxpayer's Identification Number (TIN)</i>.</li> </ol>	<p><i>(Soon to expire AEPs or permits that expired during the ECQ period will not be imposed with penalty/administrative fine.)</i></p> <p>Example: If the Chinese national's AEP already expired during the ECQ period, he may file his application and documentary requirements for renewal of his AEP at the DOLE Regional Office or Field Office (having jurisdiction over the intended place of work) only on the date that is yet to be provided by the DOLE.</p>
--------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>8. If in negative list per EO-184, authority to employ STP from DOJ or PRC or DTI or DENR, whichever is applicable.</p> <p>9. If retailer or in the negative list, updated <i>General Information Sheet</i> (GIS).</p> <p>10. Authorization letter from the company or foreign national and photocopy of their IDs .</p> <p>11. Renewal Fee of PhP4,000.</p>	
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

*\*For Applications and Renewals of AEP with other DOLE Regions, normal procedures apply.*