

**[DOLE DEPARTMENT ORDER NO. 85, S. OF 2007,
September 12, 2007]**

**DOLE ADJUSTMENT MEASURES PROGRAM FOR THE PREVENTION
OF JOB LOSSES AND ASSISTANCE TO DISPLACED WORKERS**

In the interest of the service and pursuant to the 2004 Social Accord for Industrial Peace and Stability, the DOLE-AMP's coverage and package of interventions is hereby expanded to include addressing the demand to increase the employability of Filipino workers, particularly in key employment generators (KEGs) and assisting companies, particularly the distressed, towards responsible workforce management and/or restructuring.

For this purpose, the following guidelines are adopted to ensure the effective and efficient implementation of the program.

PROGRAM DESCRIPTION

The DOLE-AMP is a safety net program that provides a package of assistance and other forms of interventions as a means of helping individuals/workers and companies in coping with economic and social disruptions.

The DOLE-AMP services are classified into three (3) major components and interventions, namely:

- a. Direct Services to be Provided by the DOLE-QRT
 - a.1 Establishing an Early Warning Network Monitoring System;
 - a.2 Advocacy and Assistance Mechanism
- b. DOLE services that can be tapped by Proponents
 - b.1 Facilitation of Overseas Employment
 - b.2 Facilitation of Entrepreneurship and Enterprise Development
 - b.3 Facilitation of Employability Enhancement of Workers in Key Employment Generators (KEGs)
 - b.4 Facilitation of Labor-Management Education
 - b.5 Facilitation of Responsible Workforce Restructuring.
- c. DOLE Institutional Capability Building

PROGRAM OBJECTIVE

The expanded DOLE-AMP is aimed at mobilizing, augmenting and complementing the efforts, as well as building capacities and capabilities of covered workers, company

It must be emphasized that as a safety net program, the DOLE-AMP shall give priority to interventions and initiatives that would enhance the competitiveness and employability of workers and assist companies, particularly the distressed ones in adopting socially responsible workforce restructuring policies and positive workforce adjustment measures geared at preventing and/or minimizing job losses.

PROGRAM COVERAGE

The program shall be implemented nationwide and shall cover any or a combination of the following:

- 1 Threatened or displaced workers due to the following economic reasons:
 - Rightsizing;
 - Redundancy;
 - Import competition;
 - Introduction of technological change and labor-saving devices; and
 - Other analogous causes directly or indirectly caused by trade liberalization.
2. At risk companies, particularly those who desire to implement responsible workforce restructuring; and
3. Communities with large-scale displacement of the local workforce.

PROGRAM COMPONENTS AND INTERVENTIONS

Component I: Direct Services to be Provided by the DOLE-ORT -

Shall make available services that will assist workers who are about to lose or have lost their jobs to help them cope with the social and economic disruptions, as well as assist companies towards socially responsible workforce restructuring, through the reconstitution and/or strengthening of the **Quick Response Team (QRT)** mechanism, both at the national and regional levels.

The *Quick Response Team* shall serve as the Workers Action Group within DOLE that will provide the immediate assistance as may be warranted.

Initiatives under this program component include:

a. *Establishment of an "Early Warning Network Monitoring System",*

Shall provide the early warning indicator at the onset of socio-economic disruption/s through the creation of a "functional network" with partners, companies/enterprises and community leaders to be able to;

- i. Obtain accurate and up-to-date information on companies/enterprises;
- ii. Use all available data/information and contacts to spot troubled companies/enterprises; and
- iii. Monitor, developments in spotted companies/enterprises to establish the appropriate action to mobilize.

b. Advocacy and Assistance Mechanism

Shall immediately activate, based on report and action required generated from the early warning network monitoring system, the appropriate advocacy initiatives and on-site assistance to save jobs, and/or facilitate employment/re-employment, whenever possible through the following:

b.1 Legal Assistance

- i. Remedies pertaining to preventive mediation, conciliation-mediation, med-arbitration, voluntary and compulsory arbitration under the law;
- ii. Responses outlined for various levels of alertness under the Special Action Group for Industrial Peace (SAGIP); and
- iii. Assistance in claiming unpaid salaries and benefits and other money claims;

b.2 Job Search Assistance Services

- On -Site Assistance

- i) Registration and needs assessment;
- ii) Profiling of workers to determine the nature and extent of assistance to be provided;
- iii) Employment guidance and counseling;

- Local Employment Facilitation

Shall provide access to available job opportunities suitable to the skills and qualifications of the displaced workers through job matching, referral and placement services.

Component II: *DOLE Services that can be tapped by Proponents*

Shall extend the necessary technical and/or financial assistance to qualified proponents through the following interventions

Worker's Level

a.) *Facilitation of Overseas Employment*

Shall provide financial assistance to displaced workers wishing to work overseas to defray expenses for placement fee equivalent to one (1) month salary and miscellaneous expenses in the amount of five thousand pesos (P5,000.00).

This component shall be made available for prospective OFWs with valid employment contracts only and shall be strictly limited to the unskilled category.

b.) *Facilitation of Entrepreneurship and Enterprise Development*

Shall provide assistance to groups of displaced workers who wish to engage in livelihood/self-employment projects through the following:

i. Training-cum-Production

Combining the production aspect with entrepreneurship development training whereby trainees realize a tangible product, which becomes the anchor of a future self-employment type of business

ii. Enterprise/Small Business Development

Extending appropriate assistance or support services towards the establishment of viable enterprises/small businesses through the provision of capital assistance, common facility services, marketing, support and training grants.

c. Facilitation of Employability Enhancement of Workers in Key Employment Generators (KEGs) for Global Competitiveness

Shall make available education and training and/or re-training services to equip workers with the necessary skills and/or upgrade existing skills to make them more competitive in the labor market thereby enhancing their employability.

Initiatives under this program component include:

a) Customized Training Programs

Shall provide training programs for a higher qualification (specialized) in the previously practiced occupation that are individual specific and designed to suit the specific needs of affected workers, as well as meet the requirements of the labor market demand for a specific skill.

b) Intensive Skills Development and Enhancement

Shall provide training programs for workers who wish for a complete reorientation in a new field.

Training programs offered by TESDA shall be tapped for this initiative. For other courses not offered by TESDA, workers can attend courses at established training institutions.

Company/Enterprise Level

a. ***Facilitation of Labor-Management Education***

Shall provide labor, human relations and productivity seminars that shall inculcate observance of labor laws, harmonize work relations and provide tools for increased productivity and competitiveness.

b. ***Facilitation of Responsible Workforce Restructuring***

Shall provide assistance to at risk/distressed companies/firms in the form of training

and learning sessions on:

- developing an ***internal adjustment plan*** that will provide alternative/options to dismissals/lay-offs such as, but not limited to the following:

- training linked to periods of workforce redundancies
- leave schemes
- working time/work organization changes
- short-time work
- temporary lay-offs

- developing a ***displacement plan***, in cases that displacement is inevitable, which will provide strategies and options for workers in coping with life after displacement such as, but not limited to the following depending on capability of the:

- conversion training measures
- enterprise creation
- early retirement
- financial incentives

Component III: *DOLE Institutional Capability Building*

Shall provide continuing education and capability building and upgrading to program implementers and partners, i.e., DOLE, PESO, RCC and the Tripartite Bodies, who are directly involved in policy making and managing and implementing DOLE-AMP program interventions.

Priority under this component are training programs in the areas of:

- Management of Large Scale Displacement
- Development and Management of Appropriate Program Responses/Measures to Address Displacement
- Employment Counseling
- Career Guidance
- Project Development and Management
- Business Counseling
- Networking and Resource Mobilization

PROGRAM MANAGEMENT

A. Central Office

Program Management Team

A Program Management Team (PMT), to be chaired by the Undersecretary for Labor Relations and composed of the following as members.

1. Bureau of Labor Relations (BLR)
2. Bureau of Rural Workers (BRW)
3. Bureau of Local Employment (BLE)
4. National Conciliation and Mediation Board (NCMB)
5. Technical Education and Skills Development Authority (TESDA)
6. Finance and Management Service (FMS)
7. Planning Service (PS)