



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



Certificate Number: AJA15-0048

DEPARTMENT ORDER NO. 212  
Series of 2020

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**PRESCRIBING GUIDELINES ON THE PROVISION OF FINANCIAL ASSISTANCE FOR  
DISPLACED LANDBASED AND SEABASED FILIPINO WORKERS  
DUE TO THE CORONA VIRUS DISEASE (COVID-2019)  
"DOLE-AKAP for OFWs"**

In the interest of the service, the Department of Labor and Employment (the Department) shall provide displaced OFWs on account of COVID19 with a one-time financial assistance (DOLE-AKAP) of USD200.00 or Php10,000.00 or its equivalent to the local currency of the host country.

In this regard, the Department hereby promulgates the following Guidelines on the availment of the DOLE-AKAP program by OFWs to ensure its effective and streamlined implementation.

**I. COVERAGE**

This Department Order generally covers the following:

- a. **Regular / Documented OFW**, as defined in the 2016 Revised POEA Rules and Regulations refers to those:
  - i. who possesses a valid passport and appropriate visa or permit to stay and work in the receiving country; and
  - ii. whose contract of employment has been processed by the POEA or the POLO.
- b. **Qualified Undocumented OFW:**
  - i. who were originally regular or documented workers but for some reason or cause have thereafter lost their regular or documented status;
  - ii. who are not registered with the POEA or whose contracts were not processed by POEA or the POLO, but have undertaken actions to regularize their contracts or status; or
  - iii. who are not registered with the POEA or whose contracts were not processed by POEA or the POLO, but are active OWWA members at the time of availment.
- c. **Balik-Manggagawa** who are unable to return to host country in view of host country lockdown due to COVID19.

**II. ELIGIBILITY**

The following shall be eligible for the DOLE-AKAP:

1. Those who have experienced job displacement due to the receiving country's imposition of lockdown or community quarantine or having been infected by the disease;
2. Must be still at overseas jobsites, or in the Philippines as Balik-Manggagawa, or already repatriated to the Philippines; and
3. Must not receive any financial support / assistance from the receiving countries / employers.

### III. PRIORITY COUNTRIES / TERRITORIES FOR ONSITE OFWs

The Department shall provide financial assistance to qualified OFWs from the following countries with Philippine Overseas Labor Office (POLO) presence and/or are heavily affected by COVID19:

#### **Middle East and Africa**

1. Bahrain
2. Israel
3. Jordan
4. Kuwait
5. Lebanon
6. Libya
7. Oman
8. Qatar
9. Saudi Arabia, Kingdom of
10. United Arab Emirates

#### **Asia and the Pacific**

1. Australia
2. Brunei
3. Hong Kong
4. Japan
5. Korea
6. Macau
7. Singapore
8. Taiwan
9. Malaysia
10. New Zealand

#### **Europe and Americas**

1. Canada
2. Cyprus
3. Italy
4. Germany
5. Greece
6. Spain
7. Switzerland
8. United Kingdom of Great Britain
9. United States of America

### IV. APPLICATION PROCEDURE

#### A. FOR ON-SITE OFWS

1. OFWs shall submit the following to the POLOs:
  - a. Accomplished Application Form for Special Cash Assistance downloadable at the POLOs' website/social media account;
  - b. Copy of Passport or Travel Document;
  - c. Proof of overseas employment i.e. valid verified overseas employment, OEC, residence I.D.s, visa / re-entry visa, among others or permit to stay in the receiving country;
  - d. Proof of loss of employment on account of COVID19; and

- e. For OFWs who became undocumented through no fault of their own, proof that the OFW is currently involved in an ongoing case (e.g. case reference number, case endorsement stamped by POLO, among others).
2. After submission of complete documents, POLOs shall evaluate application within 5 working days and notify OFWs on the status of his/her application within 5 working days.
3. If approved, the concerned POLO shall release the USD200.00 through bank transfer / money remittance.

**B. FOR OFWS WHO HAVE BEEN REPATRIATED / BALIK-MANGGAGAWA**

1. OFWs who have been repatriated to the Philippines and Balik-Manggagawa shall submit the following to the OWWA Regional Welfare Offices (RWOs):
  - a. Accomplished Application Form for Special Cash Assistance downloadable at the [www.dole-akap.owwa.gov.ph](http://www.dole-akap.owwa.gov.ph);
  - b. Copy of Passport or Travel Document;
  - c. Proof of overseas employment i.e. valid verified overseas employment, OEC, residence I.D.s, visa / re-entry visa, among others or permit to stay in the receiving country; and
  - d. Proof of loss of employment on account of COVID19.
2. After submission of complete documents, RWOs shall evaluate the application within 5 working days and notify OFWs on the status of his/her application within 5 working days.
3. If approved, the concerned DOLE Regional Office shall release the Php10,000.00 through money remittance / Peso Net.

**V. FUND SOURCE**

The funds for the DOLE-AKAP including other administrative expenses of Central and Regional operations to be incurred in the implementation of this program shall be sourced from DOLE COVID19 Adjustment Measures Program (DOLE-CAMP) in the amount of Php1.5 Billion.

**VI. EFFECTIVITY**

This Department Order shall take effect immediately.

  
SILVESTRE H. BELLO III  
Secretary

8 April 2020.

**DEPARTMENT OF LABOR AND EMPLOYMENT  
OVERSEAS WORKERS WELFARE ADMINISTRATION  
FINANCIAL ASSISTANCE FOR DISPLACED LANDBASED AND SEABASED FILIPINO WORKERS  
AFFECTED BY THE CORONA VIRUS DISEASE (COVID-2019)  
"DOLE-AKAP for OFWs"**

Please supply all required information. Misrepresentation<sup>1</sup>, false statement or fraud in this application or in any supporting document is ground for denial.

**A** DATA

Name of OFW: \_\_\_\_\_  
(Last Name)(First Name) (Middle Name) (Suffix)

Birthdate(mm/dd/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Passport No: \_\_\_\_\_ Contact No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ FACEBOOK Account: \_\_\_\_\_

**ADDRESS**

Street Address: \_\_\_\_\_ Barangay: \_\_\_\_\_ City/Municipality: \_\_\_\_\_

Country of Deployment: \_\_\_\_\_ OFW Category  LANDBASED  SEABASED

- Documents Submitted:
- Photocopy of Valid Passport/ Travel Document
  - Airline Ticket(For those in the Philippines)Date of Arrival (mm/dd/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_
  - Proof of Overseas Employment (e.g., Valid Verified Employment Contract, OEC, Work Permit, Visa/Re-entry)
  - Proof of loss of employment on account of COVID-19

For **UNDOCUMENTED OFW** - Pro  that the OFW is currently involved in an ongoing case (e.g., case reference number, case endorsement stamped by POLO, copy of the decision with English translation, etc.), copies of contract, pay slip, appropriate visa, or other proof of employment.

I hereby certify that the information given herein are true and correct to the best of my knowledge.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Applicant

**CONSENT**

**B**

By applying, you consent to the collection, generation, use, processing, storage and retention of your personal data by the Department of Labor and Employment (DOLE) and Overseas Workers Welfare Administration (OWWA) for the purpose of your application for FINANCIAL ASSISTANCE FOR DISPLACED LANDBASED AND SEABASED FILIPINO WORKERS AFFECTED BY THE CORONA VIRUS DISEASE (COVID-2019) "DOLE-AKAP for OFWs". Further, you also authorize DOLE, OWWA and other relevant government agencies to contact you for further verification and validation.

<sup>1</sup>Misrepresentation of facts in this application includes fraudulent misrepresentation i.e. false statement that has a negative effect in the evaluation of the application made knowingly, or without belief in its truth, or recklessly whether it is true or false.