



Outsourcing brief

Q3 2019



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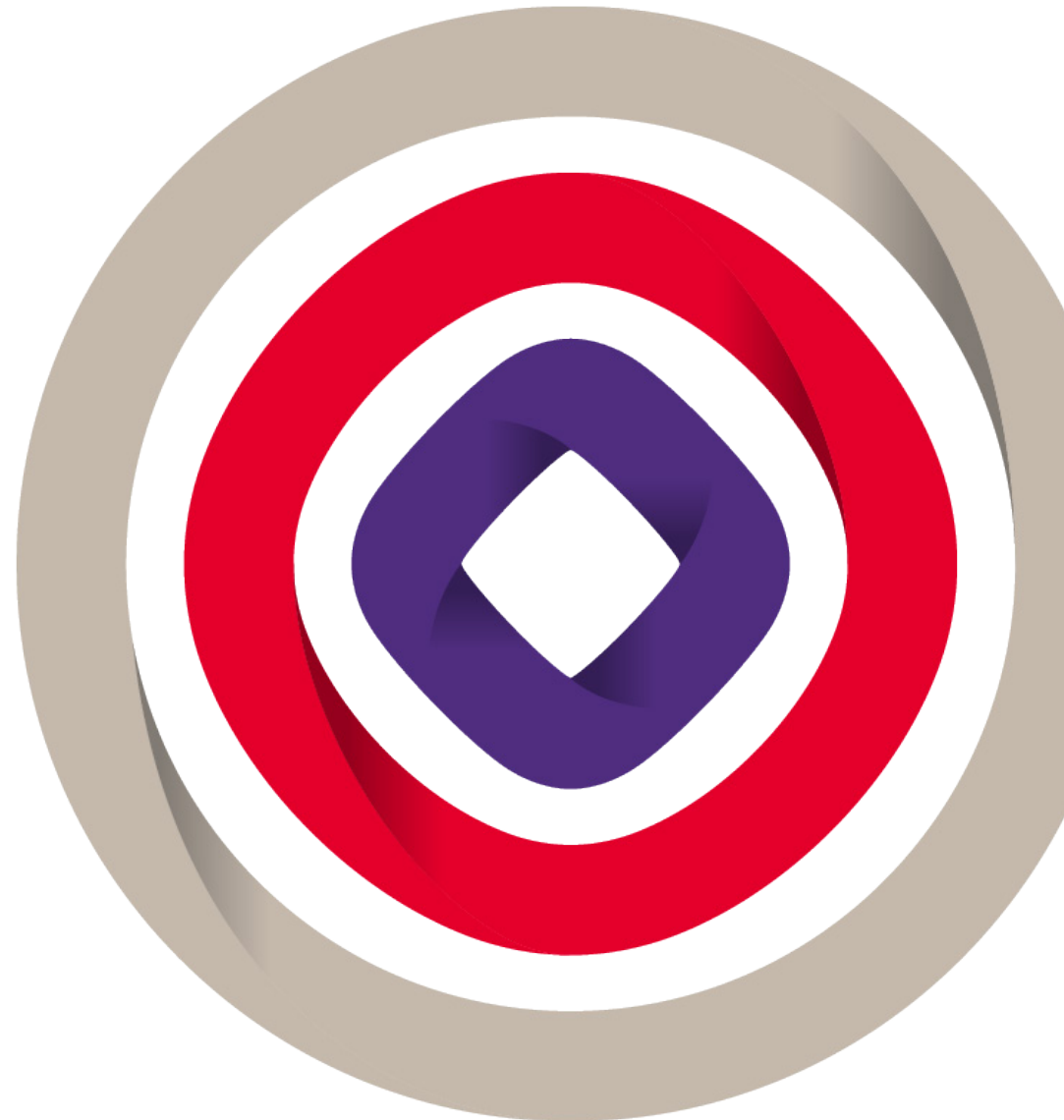
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SSS CIRCULAR NO. 2019-011: GUIDELINES ON THE PAYMENT OF UNEMPLOYMENT INSURANCE OR INVOLUNTARY SEPARATION BENEFIT

The implementing guidelines are issued pursuant to Section 14-B of Republic Act (RA) No 11199 otherwise known as the Social Security Act of 2018 and Rule 27 of the Implementing Rules and Regulations of the RA111999 providing for the implementation of the Unemployment Insurance or Involuntary Separation Benefit to assist members who are involuntarily separate from employment.

The unemployment insurance is granted to eligible employees, including househelpers and OFWs who are involuntarily terminated from employment due to any of, but not limited to installation of labor-saving devices, redundancy, retrenchment or downsizing, closure or cessation of operation, disease or illness, serious insult by the employer or his representative, inhuman and unbearable treatment, crime or offense by the employer, economic downturn and calamities or disasters and other causes identified by the DOLE (Department of Labor and Employment) and SSS (Social Security Services).

SSS enumerated the eligibility requirements that should be met in order to be granted unemployment insurance:

- The benefit must be availed by the employee within 1 year from the time of involuntary employment and he or she should not have not availed of such benefit for the last three years.
- The employee also must not be over 60 years old except for underground or surface mineworker and racehorse jockey who must not be over 50 and 55 years old, respectively.
- The employee has paid at least (36) thirty-six monthly contributions, (12) twelve months of which should be paid within the (18) eighteen months prior to the unemployment.
- The circular stated that unemployment benefit cannot be given to employees terminated for just causes.

Limitations of the guidelines, mode of payment of the benefit and the documentary requirements are stated in the circular.

For more information on this circular please go to: <https://www.sss.gov.ph/sss/DownloadContent?fileName=-ci2019-011.pdf>

SSS CIRCULAR NO. 2019-12 PAYMENT DEADLINES FOR CONTRIBUTION

The deadline for remittance of contributions from July 2019 onwards for employers, self-employed, land-based overseas Filipino workers and voluntary members are as follows:

Membership Type	Payment Deadline
<i>Regular employers</i>	Last day of the month following the applicable month
<i>Households employer (HR)</i>	Last day of the month following the applicable month or calendar quarter, as the case may be
<i>Self-employed (SE), Voluntary (VM) and Non-working spouses (NWS) members</i>	Last day of the month following the applicable month or calendar quarter, as the case may be
<i>Land-based Overseas Filipino Workers (LB-OFW)</i>	For January to September of a given year: December 31 of the same year For October to December of a given year: January 31 of the succeeding year

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Payment deadline shall be moved to the next working day if prescribed deadlines fall on a Saturday, Sunday or holiday.

The circular provided further that:

- HRs may pay in advance for at most one calendar year of applicable months.
- For advance payment, only the contributions applicable to month(s) prior to the semester of contingency entitling the member or their beneficiary to any benefit from the SSS shall be considered in computing for such benefit, while contributions after the month of contingency will be refunded in case of a final claim or credited to their future accounts, in accordance with existing rules.
- Contribution paid retroactively by an SE, LB-OFW, VM or NWS member shall not be used to determine the member's eligibility for any benefit arising from a contingency wherein the date of payment is within or after the semester of contingency.

For more information on this circular please go to:

- <https://www.sss.gov.ph/sss/DownloadContent?fileName=ci2019-012.pdf>

SSS CIRCULAR NO. 2019-013 GUIDELINES ON THE ASSISTANCE FOR SSS MEMBERS/PENSIONERS AFFECTED BY EARTHQUAKES IN BATANES

Starting August 16, 2019, members and pensioners affected by the earthquakes in Batanas can apply for assistance with the SSS. The types of assistance available are:

1. Calamity Loan Assistance Program for member-borrowers
2. Three-month advance pension for SS and EC pensioners
3. Moratorium on the monthly amortization and interest payment in the first six (5) months for Direct House Repair and Improvement Loan

The members and pensioners can avail of the assistance until November 15, 2019 except for the Direct House Repair and Improvement Loan which they can avail of one year from issuance of this circular. The eligibility requirements, loan amount and other necessary information related to the loans are indicated in the Annexes of the circular at <https://www.sss.gov.ph/sss/DownloadContent?fileName=ci2019-013.pdf>

PhilHealth Updates



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CIRCULAR 2019-006: INSTITUTIONALIZATION OF PHILHEALTH CUSTOMER ASSISTANCE, RELATIONS AND EMPOWERMENT STAFF (P-CARES) PROGRAM (REVISION 1)

The PhilHealth Customer Assistance, Relations and Empowerment Staff (P-CARES) Project has continuously gained positive feedback from various stakeholders since its implementation in 2012. This circular was issued to define the new functions of P-Cares and provide standards in the deployment of P-CARES in accredited Healthcare Institutions (HCIs) and Malasakit Centers.

The circular enumerated the primary responsibilities of P-CARES assigned to HCIs in ensuring that members are able to avail benefits due them. It also prohibits HCIs from utilizing the P-CARES from doing tasks that are beyond the P-CARES responsibilities. Their assignment to accredited HCIs shall be in accordance with the following order of priority:

- HCIs with Malasakit Centers
- Levels 2 and 3 government-owned facilities; No Balance Billing (NBB) contracted private-owned facilities;
- Level 1 government-owned facility; levels 2 and 3 privately owned facilities;
- Government-owned PCF
- Other privately owned HCIs

P-CARES are required to render eight (8) hours of work per day for five (5) days in a week or a total of forty (40) hours a week, exclusive of one-hour noon break.

The circular also provides for the responsibilities of the HCIs for the effective deployment of the P-CARES. The HCIs should allow the P-CARES to perform the tasks assigned to them in order to achieve client satisfaction.

Failure of the HCIs to accommodate, not allowing the P-CARES to perform tasks assigned to them and asking them to perform tasks other than those specified in the circular will be considered a violation and will be acted upon accordingly.

For more information on this circular you may visit : <https://www.philhealth.gov.ph/circulars/2019/circ2019-0006.pdf>

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MEMORANDUM CIRCULAR NO. 2019-024: LABOR LAWS COMPLIANCE SYSTEM CHECKLIST JULY 08, 2019

Philippine Economic Zone Authority (PEZA), with the permission given by Department of Labor and Employment-Bureau of Working Conditions (DOLE-BWC), has disseminated the Labor Law Compliance System (LLCS) Checklist to enable the Economic Zone Locator Enterprises to use it as a tool to assess their compliance with DOLE rules and regulations. LLCS is an integrated framework of high-level compliance on general labor standards and occupational safety and health standards. The system also ensures continues compliance at workplaces by instilling a culture of voluntary compliance.

The section of LLC Checklist includes;

- **General Information Sheet** - contains details of the PEZA establishment. It contains breakdown of employees per job classification, unions and others.
- **General Labor Compliance Indicator** - this contains a list of regulations such as access pursuant to ART .128 of LCP and whether the enterprise is complying with wages required by law.

- Anti-Child Labor Law Compliance Indicator
- Occupational Safety and Health Indicators
- Labor Relations Concerns
- Compliance Indicators for those engaged in:
 - o Public Utility Bus Transport Industry
 - o Sugar Mill/Biofuel Plant/ Planters' Associations/ Cooperatives
 - o Construction Industry
 - o Industries subjected to Technical Safety Inspection
 - o Recruitment/ Manning Agencies

Please refer to this link to view the checklist: http://bwc.dole.gov.ph/images/LLCS/LI_Checklist_2019.pdf

MEMORANDUM CIRCULAR NO. 2019 - 026: ADMINISTRATIVE REQUIREMENTS OF DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE) ON OCCUPATIONAL SAFETY AND HEALTH (OSH) JULY 22, 2019

This Memorandum Circular is issued to remind all PEZA locator enterprises to submit the required reportorial requirements in accordance to R.A. 11058, also known as "An Act Strengthening Compliance with Occupational Safety and Health Standards (OSHS) and Providing Penalties for Violations Thereof" and its Implementing Rules and Regulations (IRR) - Department Order (DO) 198018 of DOLE.

All PEZA locator enterprises are required to submit to DOLE concerned offices the mandatory reportorial requirements below:

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Report	OSH Standard/Form	Frequency	Form
Report of Safety Organization	Rule 1040: Health and Safety Committee DOLE/BWC/IP-5	Quarterly	DOLE RO BWC HO
Work Accident Illness Report a. Minor accident b. Accident or Fatal or permanent total disability	RULE 1050: Notification & Keeping of Accident and/or Occupational Illnesses DOLE/BWC/HSD-IP-6	As needed on or before the 20th day of the month following the occurrence of the accident within 24 hours of after the occurrence of the incident	DOLE RO BWC HO
Annual Exposure Data Report	RULE 1050: Notification & Keeping of Accident and/or Occupational Illnesses DOLE/BWC/HSD-IP-6b	Annual On or before January 30 of the following year	DOLE RO BWC HO
Annual Medical Report	For January to September of a given year: December 31 of the same year For October to December of a given year: January 31 of the succeeding year	Annual on or before last day of March of the year following the covered period	DOLE RO BWC HO

BWC - Bureau of Working Conditions
DOLE - Department of Labor and Employment
HO - Head Office
RO - Regional Office

For more details and forms to download, visit ro10.dole.gov.ph and/or peza.gov.ph

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